



HINDS

1980 - 82

Information in this catalog covers the period beginning June 1, 1980, and ending May 30, 1982.

Addenda to show catalog changes will be published periodically. It is the individual student's responsibility to obtain these addenda.

63rd - 64th Annual Session

Hinds Junior College

**Raymond Campus
Raymond, Mississippi 39154**

**Jackson Branch
3925 Sunset Drive
Jackson, Mississippi 39213**

**Vicksburg - Warren County Branch
Route 10 P.O. Box 385C
Highway 27 South
Vicksburg, Mississippi 39180**

1980 - 1982

Accredited by and member of
Southern Association of Colleges & Schools

Accredited by
Mississippi Commission on College Accreditation

Member of Mississippi
Junior College Association

Member of Mississippi Association of Colleges

Member of American Association of
Community and Junior Colleges

COLLEGE CALENDAR

HINDS JUNIOR COLLEGE

1980 - 81

NOTE: The college calendar for the 1981-82 session will appear in a printed addendum to the catalog.

FIRST TERM SUMMER JUNE 2 - JULY 4, 1980

June 1, 1980	Dormitories open, 1:00 p.m.
June 2, 1980	Registration and fee payment
June 3, 1980	Begin day and evening class schedules
July 3, 1980	End of first summer term
July 4, 1980	Holiday

SECOND TERM SUMMER JULY 7 - AUGUST 8, 1980

July 7, 1980	Registration and fee payment
July 8, 1980	Begin day class schedule
July 25, 1980	End evening school summer session
August 8, 1980	End second summer term

FALL SEMESTER AUGUST 18 - DECEMBER 18, 1980

August 8, 1980	Last date for filing application for the August 18-20 registration period. All persons filing applications after this date will register from 3:00 p.m. until 6:30 p.m. on August 21.
August 14, 1980	All faculty and staff on duty for staff development activities
August 15, 1980	General faculty meeting 9:00 a.m. - 4:00 p.m.
August 17, 1980	Dormitories open, 1:00 p.m.
August 18, 1980	Registration for classes and fee payment — Jackson and Vicksburg Branches. Schedules to be announced.
August 19, 1980	Registration for classes and fee payment — Raymond Campus. Schedules to be announced.
August 20, 1980	Registration for classes and fee payment — Raymond Campus. Schedules to be announced.
August 21, 1980	Registration for classes and fee payment — Raymond Campus. Schedules to be announced.
	Late registration for all persons filing applications after August 8, 1980 — 3:00 p.m. - 6:30 p.m. — Raymond Campus
August 22, 1980	Faculty class preparation period. All offices open 8:00 a.m. to 4:30 p.m.
August 25, 1980	Begin day and evening class schedule.
August 29, 1980	Last day for class schedule changes without a record of performance
September 1, 1980	Labor Day Holiday
October 24, 1980	Last date for filing application for a degree for December 1980 graduation
November 26, 1980	Dormitories close at 4:00 p.m. Evening classes will meet.
November 27-30, 1980	Thanksgiving Holidays
November 30, 1980	Dormitories open, 1:00 p.m.

December 1, 1980	Resume classwork
December 15, 1980	Begin fall semester examination schedule.
December 18, 1980	End fall semester examination schedule.
December 19, 1980	Last day of semester. Work day for faculty and staff

SPRING SEMESTER JANUARY 6 - MAY 21, 1981

December 19, 1980	Last date for filing application for the January 6 - 9 registration period. All persons filing applications after this date will register from 3:00 p.m. - 6:30 p.m. on January 9.
January 4, 1981	Dormitories open, 1:00 p.m.
January 5, 1981	All faculty and staff on duty for staff development activities
January 6, 1981	Faculty class preparation period. All offices open 8:00 a.m. - 4:30 p.m.
	Registration beginning at 1:00 p.m. for classes and fee payment — Jackson and Vicksburg Branches. Schedules to be announced.
January 7, 1981	Registration for classes and fee payment — Raymond Campus. Schedules to be announced.
January 8, 1981	Registration for classes and fee payment — Raymond Campus. Schedules to be announced.
January 9, 1981	Registration for classes and fee payment — Raymond Campus. Schedules to be announced.
	Late registration for persons filing applications after December 19, 1980 — 3:00 p.m. - 6:30 p.m. — Raymond Campus
January 12, 1981	Begin day and evening spring class schedule.
January 14, 1981	Last day for class schedule changes without a record of performance
March 6, 1981	Dormitories close at 4:00 p.m.
March 9 - 13, 1981	Spring Holidays
March 15, 1981	Dormitories open, 1:00 p.m.
March 16, 1981	Resume classwork.
April 16, 1981	Dormitories close at 4:00 p.m. Evening classes meet.
April 17, 1981	Good Friday Holiday
April 19, 1981	Dormitories open, 1:00 p.m.
April 20, 1981	Resume classwork.
May 18, 1981	Begin spring semester examination schedule.
May 21, 1981	End of spring semester examination schedule
May 22, 1981	Last day of spring semester. Work day for faculty and staff
May 25, 1981	Commencement Exercises - 7:00 p.m. Stadium, Hinds Junior College, Raymond, Mississippi

Contents

I. THE ADMINISTRATION 5

Board of Trustees, Boards of Supervisors, Administration,
Faculty

II. THE COLLEGE 31

Purpose, Aims, History, Campuses, Buildings

III. THE STUDENTS 35

Admissions, Expenses, College Regulations, Grades,
Veterans Affairs, Student Services, Financial Aid, Hous-
ing, Learning Resources Services, Student Activities, Stu-
dent Organizations

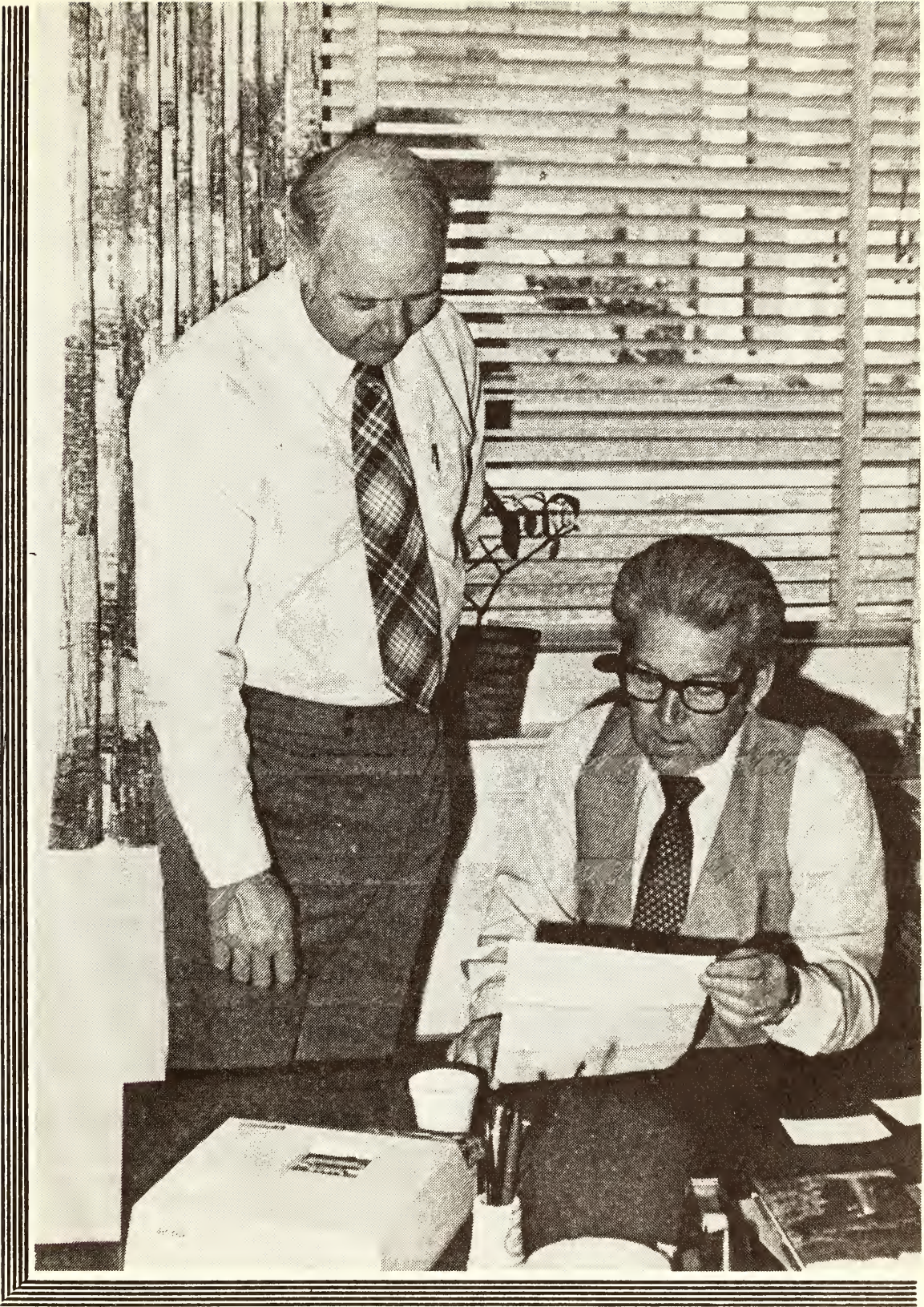
IV. THE PROGRAMS OF STUDY 73

Outline of programs of study

V. THE COURSES 129

Academic and Technical Course Description, Vocational
Course Description

VI. INDEX 227



I The Administration

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WILLIAM MOSS, Secretary, Hinds
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GEORGE WYNNE, Rankin

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Cooperative Education

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Eugene Broadwater Accountant

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Roger Wise, B.S., M.B.A. Purchasing Agent

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Clifford L. Nelson, B.S., M.Ed.,	Director, Admissions & Records
William C. Oakes, B.S., M.A.	Director, Student Activities
Troy A. Ricks, B.S., M.A.	Director, Veterans Affairs
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Janice Streetman, B.S.Ed., M.Ed.	Coordinator, Career Placement & Student Advisement Programs

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Charles M. Mayo, B.S., M.S.	Director, Public Relations
Alice S. Walker, R.D., B.S.	Coordinator, Special Events
Joan B. Warren, A.A.	Director, Alumni Affairs & Development Foundation

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Talmadge McNair	Superintendent, Building & Plant Maintenance
Thad O. Owens, Jr., A.A., B.S., M.S.	Superintendent, Campus Grounds
Powell Taylor	Superintendent, Transportation

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Rene Warren, B.S., M.Ed.	Assistant Athletic Director
Bill Buckner, B.S., M.Ed.	Head Coach, Football
Robert O. Garrison, B.S., M.S.	Head Coach, Men's Basketball & Tennis
Danny Neely, B.S., M.S.	Head Coach, Baseball
Polly Rabalais, A.A., B.S., M.Ed.	Head Coach, Women's Golf
Jackie Reese, B.S., M.Ed.	Head Coach, Track
Joseph A. Renfro, B.E.P.E., M.A.	Head Coach, Men's Golf
Frankie Walsh, B.S., M.Ed.	Head Coach, Women's Basketball & Tennis

FACULTY EMERITI

George M. McLendon, B.S., M.A., L.L.D.	President Emeritus
Mildred Herrin, A.B., M.S.	Registrar Emeritus

FACULTY LIST

Dewey Ables	Machine Shop
Certificate of Completion of Apprenticeship Tool and Die Maker, U. S. Department of Labor; Hinds Junior College, University of Southern Mississippi	
Jewel Clark Adcock	Secretarial Science
B.S., M.Ed., Mississippi College; Mississippi College, Mississippi State University, University of Southern Mississippi	
Claude Richard Adkins	Physical Science
A.B., M.A., Marshal University; Emory University, University of Mississippi	
Murphy Adkins	Rehabilitation of the Blind
B.S., University of Tennessee; M.Ed., Mississippi College	
Jerry Peyton Agent	Speech, Theatre
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi College, University of Mississippi	
Lynda L. Allen	Mathematics
B.A., Mississippi College; M.S., University of Mississippi; Univer- sity of Mississippi	
Bobbie B. Anderson	Nursing
B.S.N.E., University of Alabama; M.Ed., Mississippi College; M.N., University of Mississippi	
Robert Eugene Anding	Philosophy
B.A., Millsaps College; M.A., Emory University; M.A., Mississippi College; Mississippi State University, University of Mississippi	
Chris Charles Antoine, Jr.	Masonry
Hinds Junior College	
Lou Anne Askew	Remedial Studies
A.A., Hinds Junior College; B.S., M.Ed., Mississippi College; Mississippi College	
James R. Baddley	Anatomy & Physiology
B.A., M.S., University of Mississippi; Creighton University, Auburn University	
Jeanne Marie B. Baker	Nursing
B.S.N., M.S.N., University of Mississippi	
Mac L. Baker	Marketing & Management
B.S., University of Southern Mississippi; M.Ed., Mississippi State University; Mississippi State University, University of Southern Mississippi	
Edith A. Ballard	Music
B.M., Mississippi University for Women; M.S.M., Southwestern Baptist Theological Seminary	

- Billie L. Banes Farm Management
A.S., Hinds Junior College; B.S., M.S., Mississippi State University
- Robert H. Barlow Counseling
B.S., University of Southern Mississippi; M.Ed., Mississippi College
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B.S., M.S., Northwestern Louisiana State University; Mississippi State University, University of Mississippi
- Undine Peden Bass Nursing
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- Charles Harvey Harris Auto Mechanics
Hinds Junior College, General Motors Training Center, Ford
Motors Training Center
- James A. Harris Office Machine Repair
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- John Robert Harris Drafting
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- L.C. Henderson Bricklaying
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B.A., M.A., Mississippi College; Mississippi College Law School,
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Creighton University, University of Southern Mississippi
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B.S., M.Ed., Ed.S., Mississippi State University
- Charlie T. Hubbard Counseling
B.S., Alcorn State University; M.A., Texas Southern University
- Joe Frank Huffman Carpentry
B.S., Mississippi State University; Delta State University
- Linda Mitchell Hughes Nursing
A.S., Mississippi Delta Junior College; B.S., Northeast Louisiana
University; M.N., University of Mississippi
- Sharon Clark Hunt Child Care Development
B.S.Ed., Mississippi College; Mississippi College
- Jan Jones Hurt Medical Laboratory Science
B.S., Mississippi College; MT, ASCP
- Delbert W. Huskey Machine Shop
Hinds Junior College
- Eugenia Hutchins Practical Nursing
Diploma, Mississippi Baptist Hospital; B.S.Ed., University of
Southern Mississippi; University of Southern Mississippi
- Paula Jean Hymel Medical Laboratory Science
B.S., Southeastern Louisiana University; Central Michigan Univer-
sity; University of Southern Mississippi
- Jerry R. Hymel Anatomy and Physiology
B.S., Southeastern Louisiana University; M.S., Northeast Loui-
siana University; M.S., Northeast Louisiana University; Medical
University of South Carolina, University of Southern Mississippi

- Sara Halsell Jenkins English
A.A., Hinds Junior College; B.A., Mississippi College; M.A.,
University of Alabama; Mississippi College, University of Alabama
- Julius Johnson Carpentry
B.S., Mississippi Valley State College; Mississippi State University
- Ruby J. Johnson MDT Clerical Cluster
A.A., Southwest Mississippi Junior College; B.S., Mississippi Col-
lege; Mississippi State University
- Steven Winslow Johnson Economics, Business Law
B.S., M.B.A., Mississippi College
- James Kenneth Johnston Mathematics
B.S., Mississippi State University; M.Ed., Mississippi College;
Ed.D., University of Mississippi
- Charles C. Jones Distribution and Marketing Technology
B.S., Mississippi State University; M.Ed., Jackson State University
- Roger P. Jones Agriculture, Meats Merchandising
B.S., M.S., Ph.D., Mississippi State University
- Walter Carrel Kellum Auto Mechanics
Hinds Junior College, National Institute of Automotive Service Ex-
cellence, NOCTI, University of Southern Mississippi
- George Morris Kelly English
B.A., M.A., Mississippi State University; University of Mississippi
- Glenn L. Kemp Welding
A.A.S., Hinds Junior College; University of Southern Mississippi;
NOCTI
- Dixie Poole Keyes Nursing
Diploma, New Orleans Charity Hospital; B.S.N., M.N., University
of Mississippi
- Lance Jay Kneeland Political Science
B.A., M.A.T., Mississippi State University; Mississippi State
University, University of Southern Mississippi
- Nancy L. Kneeland English
B.S.Ed., M.A., Mississippi State University
- Lorice Camp Knight Practical Nursing
Diploma, Memphis Baptist Memorial Hospital; Hinds Junior Col-
lege, Jackson State University, Memphis State University, Univer-
sity of Southern Mississippi
- John F. Kolb General Electricity and Wiring
A.A., Hinds Junior College
- Elizabeth Kerley LaFleur Accounting, Economics
B.S.B.A., M.B.A., University of Southern Mississippi

- Helen Lambert Nursing
B.S.N., Mississippi College; Jackson State University
- Ann Appleton Laster English
B.A., Mississippi College; M.A., University of Mississippi; University of Mississippi
- Thomas Lindsey Lee, Jr. Trade and Industrial Cooperative Education
B.S., University of Southern Mississippi; Mississippi State University
- Sharon P. Leggett Counseling
B.S.Ed., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi State University
- Larry Ford Lofton Accounting
B.S., M.B.A., University of Southern Mississippi; C.P.A., American Institute of Certified Public Accountants; Mississippi State University
- Hazel C. Lominick Secretarial Science
B.S.Ed., M.Ed., Mississippi College; Jackson State University, Mississippi State University
- Mary Lou Lott Music
B.M.E., M.M.E., University of Southern Mississippi; Loyola University, University of Southern Mississippi
- John Philip Manchester, Jr. Music
B.S., Livingston University; M.M.E., North Texas State University; D.A., University of Mississippi
- David Ernest Mangum Philosophy, English
B.A., M.A., University of Southern Mississippi
- Jackie Mangum Counseling
B.S., M.Ed., University of Southern Mississippi; University of Southern Mississippi
- Margaret Johnson Mansell Microbiology, Clinical Chemistry
B.S., Millsaps College; M.A., Central Michigan University; University of Mississippi; University of Southern Mississippi; MT, ASCP
- Polly Tillman Marshall English
A.A., Hinds Junior College; B.A., M.A., Mississippi College; Mississippi State University, University of Mississippi
- Burkett Hill Martin, Jr. Distributive Education, Cooperative Education, Marketing
B.S., M.Ed., Mississippi State University; Mississippi State University
- Ralph Lee Martin Auto Mechanics
B.S., University of Southern Mississippi; Jackson State University, Mississippi College, University of Southern Mississippi
- Ernestine G. Marx Secretarial Science
B.S., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi College, University of Southern Mississippi

- Moody Mask Diesel Mechanics
Hinds Junior College, University of Kentucky, University of Southern Mississippi
- Anne C. Mason Music
B.M., University of Alabama; M.M.E., Mississippi College; University of Michigan
- Patricia Serio Matthews Respiratory Therapy
A.S., Hinds Junior College; Certified, National Board of Respiratory Therapists
- John Caldwell Maxwell Speech, Theatre
B.A., M.A., University of Mississippi; University of Mississippi
- Ethel Rumbavage May Biology
B.S., University of Mississippi; M.S., Auburn University; University of Mississippi
- Charles Montgomery Mayo Journalism
B.S., M.S., University of Southern Mississippi
- Joe A. McCarroll Machine Shop
A.S., Hinds Junior College; Mississippi State University, University of Southern Mississippi
- Michael Laurance McCarty Drawing, Design
B.A., University of Southern Mississippi; M.F.A., Instituto Allande, University of Guanajuato; University of Southern Mississippi
- Mary Jane McDaniel Remedial Related Studies
B.S., M.Ed., Ed.S., Mississippi State University
- William D. McLendon Electric Motor Repair
Hinds Junior College, University of Southern Mississippi
- Brenda Jean McMillan Nursing
A.A., Hinds Junior College; B.S.N., Mississippi College; M.S., University of Southern Mississippi
- Nancy S. McMurtrey Home Economics
B.S., Mississippi College; Mississippi College
- Alvis Bomer McNeill Music
B.M.Ed., University of Southern Mississippi; Loyola University, Mississippi College
- Hilda Grafton McRaney Reading
A.A., East Central Junior College; B.S., University of Southern Mississippi; M.Ed., Ed.S., University of Mississippi; Mississippi State University
- Joe Tyson Meador Industrial Drafting
A.S., Copiah-Lincoln Junior College; Mississippi State University, University of Southern Mississippi

Donna Ogle Meeler	Business and Office
B.S.Ed., Radford College; M.B.Ed., Mississippi College; Mississippi College, Mississippi State University	
Catherine Shirley Middleton	Surgical Technology
Diploma, Gilfoy School of Nursing; Hinds Junior College, Mississippi College, University of Southern Mississippi	
Henry Earl Middleton	Masonry
B.S., Alcorn State University; Alcorn State University, Jackson State University, Mississippi State University	
Joy H. Mihalyka	Remedial Related Studies
A.A., Stephens College; B.B.A., University of Mississippi; Mississippi State University, University of Mississippi	
Kyle Dean Mize	Distribution and Marketing Technology
B.B.A., University of Mississippi; M.Ed., Mississippi State Univer- sity; Mississippi State University	
Carrie Mae Montgomery	Hotel-Motel Management
A.A.S., Hinds Junior College; Jackson State University	
William Ralph Moore	Drafting
B.S., University of Southern Mississippi; University of Southern Mississippi	
Bobby James Monroe	Rehabilitation of the Blind
B.S., M.S., Mississippi State University	
Marjorie H. Morris	Oral Communication
B.S., Mississippi University for Women; M.A., University of Alabama; University of Southern Mississippi	
Jeanette Barron Morrison	Business Education
A.A.S., Hinds Junior College; B.S., M.Ed., Mississippi College; Mississippi College, Mississippi State University, University of Mississippi, University of Southern Mississippi	
Mickey Jon Mott	Automotive Parts Sales
Hinds Junior College, Holmes Junior College, Mississippi State University, University of Southern Mississippi	
Robert Louis Mullins	Assistant Director, Vocational-Technical Education, Jackson
A.A., Hinds Junior College; B.S., M.S., University of Southern Mississippi; Mississippi College, University of Mississippi	
Jeannie Lipsey Muse	English
B.A., M.A., Mississippi College; Mississippi College	
James N. Murray	Radio, TV
Hinds Junior College, Jones Junior College, Mississippi College, University of Southern Mississippi, Certified Electronics Technician	
Murray Martin Neal	Barbering
Barber License, Texas Barber College; University of Southern Mississippi	

Danny Dale Neely Health
B.S.Ed., M.Ed., Mississippi College

Herman Ray Nelson Radio, TV
Hinds Junior College, Jackson State University, University of
Mississippi, Certified Electronics Technician

James Clarence Newman Vocational Agriculture, Agribusiness
B.S.Ed., M.A. in Agricultural Extension, Ed.S., Mississippi State
University; Mississippi State University

Deborah Leah Nichols Physical Education
A.A., Hinds Junior College; B.S.E., M.Ed., Delta State College

Pauline Maddox Nizuryn Psychiatric-Mental Health Nursing
B.S.N., M.P.M.H., University of Mississippi

Aubrey Daniel Nolen Machine Shop
Hinds Junior College, Mississippi State University

Patrice Nan Owens Animal Anatomy and Physiology
A.S., Copiah-Lincoln Junior College; B.S., Delta State University;
Mississippi State University

Thad O. Owens, Jr. Agriculture
A.S., Copiah-Lincoln Junior College; B.S., M.S., Mississippi State
University; Mississippi State University

James Fulton Park, Jr. Auto Mechanics
Hinds Junior College

Jesse Woodrow Parker Radio, TV
National Radio Institute, Cleveland Institute of Electronics, Hinds
Junior College, Mississippi State University, University of
Southern Mississippi, Certified Electronics Technician

Thomas Lee Parker Auto Mechanics
B.S.Ed., Mississippi Valley State University; Mississippi State
University, University of Southern Mississippi, Oldsmobile Pro-
duct Training Certificate (General Motors)

Neta Faye Parkman Nurse Aide
Diploma, St. Dominic School of Nursing

Harry Johnson Partin Electronics Technology
B.S., Mississippi College

Louis R. Perkins Agribusiness, Mechanics
B.S., Northwestern Louisiana State University; B.S.Ed., M.S.Ed.,
Louisiana State University; Mississippi State University, Louisiana
State University

Betty Jane Pharr Medical Records
B.A., Mississippi College; University of Mississippi; Registered
Record Librarian, American Medical Record Association

Rodney Phillips Meats Merchandising
A.A., Hinds Junior College

Nell Ann Pickett	English
A.A., Hinds Junior College; B.A., Mississippi University for Women; M.A., George Peabody College; Ph.D., University of Mississippi	
Sue Magee Pitts	English
B.S.Ed., M.Ed., Mississippi College; Mississippi State University	
Retta Justice Porter	English
B.S., M.A., University of Southern Mississippi; University of Mississippi, University of Southern Mississippi	
Norman Ivan Presson	Fire Protection Technology
A.A.S., Hinds Junior College; E.M.T., National Registry and Mississippi; Advanced Rescue Certification, Mississippi State Fire Academy	
Cynthia Pulliam	Nursing
B.S.N., University of Southern Mississippi; M.N., University of Mississippi	
Mary Etta Purvis	Secretarial Science
A.A., Hinds Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College; Mississippi College, Mississippi State University, University of Mississippi, University of Southern Mississippi	
Pamela Faye Quick	Bank Teller Program
East Central Junior College, Hinds Junior College, Mississippi College, Mississippi State University	
Kenneth M. Quinn	Art
B.S.Ed., Mississippi College; M.S.Ed., Illinois State University	
Polly H. Rabalais	Health, Physical Education
B.S., Mississippi University for Women; M.Ed., University of Mississippi; Mississippi College, University of Southern Mississippi, American Red Cross Certified Multi-Media First Aid Instructor	
Aaron M. Rankin	Mathematics
B.S., M.Ed., Mississippi State University; Auburn University, Mississippi College, Mississippi State University, University of Mississippi	
Gayle H. Rankin	Nurse Aide
A.A.N., Meridian Junior College; Hinds Junior College	
Linda B. Ratliff	Secretarial Science
A.A., Hinds Junior College; B.S.Ed., M.Ed., Mississippi College	
Frederick Wayne Redmond	Radio, TV
Hinds Junior College, University of Southern Mississippi, Certified Electronics Technician	
John William Reese	Physical Education
B.S., M.Ed., Mississippi State University; Mississippi State University	

- Geneva D. Reeves Voice
B.A., Mississippi College; M.S.M., Southwestern Theological
Seminary; Louisiana State University, University of Southern
Mississippi
- James Leslie Reeves Voice, Choir, Theory
B.A.M., Millsaps; M.A.M.Ed., Columbia University Teachers Col-
lege; Louisiana State University, University of Southern Mississippi
- Wesley L. Reeves Police Science
B.S., M.S., University of Southern Mississippi
- Joycelyn M. Reid English
B.S.E., Delta State University; M.A., Mississippi College;
Mississippi State University, University of Mississippi
- Joe A. Renfro Physical Education
B.E.P.E., Tulane University; M.A., Mississippi Southern College
- Rayford E. Renfro Welding
A.A., Clarke College; B.A., William Carey College; Golden Gate
Baptist Theological Seminary, San Francisco State University,
University of California (Berkley)
- James Larry Richardson Hotel, Motel, Restaurant Management
A.A.S., Hinds Junior College; B.S., University of Southern
Mississippi
- Joe W. Riggins Mathematics
B.S., Mississippi College; Jackson State University, Mississippi
State University
- Karen Robbins Psychiatric Aide
Diploma, Gilfoy School of Nursing; Hinds Junior College, Universi-
ty of Southern Mississippi
- Jerry Nix Roberts Distribution & Marketing Technology, Fashion Merchandising
B.S., M.S.Ed. University of Southern Mississippi
- Charles Robertson Lineman Job Training & Safety
B.S., Memphis State University
- Cleavern Robertson Counseling
B.S., Jackson State University; M.Ed., Delta State University;
Jackson State University
- Fred Dixon Robertson, Jr. Economics
B.S.Ed., M.S.Ed., Mississippi State University; University of
Mississippi
- Judith Ann Robertson Nursing
A.D., St. Petersburg Junior College; B.S.N., University of South
Carolina; M.N., University of Mississippi

- Betty Lane Robinson Business & Office
A.A., Holmes Junior College; B.S., Northeast Louisiana University; M.Ed., Mississippi College; Jackson State University, Mississippi College
- Joann Robinson Physical Education
Florida State University, University of Alabama
- Martha Saunders Robinson Business Education
A.S., Northwest Junior College; B.S.C., M.B.E., University of Mississippi; Mississippi College, Mississippi State University, University of Southern Mississippi
- Oliver Thomas Robinson History
B.A., University of Mississippi; M.A., Memphis State University; University of Georgia
- Gloria Jeanne Rogillio Anatomy & Physiology, Microbiology
B.S., M.S., Northeast Louisiana University; Ph.D., Mississippi State University
- Ivan Patterson Rosamond Physical Education
B.S.Ed., M.A.Ed., University of Southern Mississippi; Mississippi State University, University of Southern Mississippi
- Michael Joseph Roth Political Science
B.A., M.S., Ed.S., Mississippi State University; Mississippi College School of Law
- Lura Lee Scales History
B.A., Belhaven College; M.A., Mississippi College; Ph.D., Mississippi State University, University of North Carolina
- Chester Merrill Schneider Drafting
B.S., University of Southern Mississippi; Mississippi State University, University of Southern Mississippi
- Russell Edward Schneider Art
B.F.A., M.A.Ed., University of Southern Mississippi; Mississippi College
- Addie Lucille Scott Remedial Reading
B.S.B.Ed., Alcorn State University
- Edna Ray Shepherd English
B.A., University of Kentucky; B.S., Murray University; M.A., Mississippi College; University of Mississippi
- Tom Edward Shepherd, Jr. Economics, Statistics
A.A., Hinds Junior College; B.S., M.B.A. Mississippi State University; Ed.S., University of Alabama; Mississippi College, University of Mississippi
- Annelle Shivers Psychology
B.S., Mississippi State College for Women; M.Ed., University of Mississippi; Ph.D., Mississippi State University

- Janet Starnes Simmons Dietetic Assistant
B.S.Ed., M.S., University of Southern Mississippi
- Walter Ellis Sistrunk Art
B.S.Ed., M.S.Ed., Mississippi College
- Randy Smith Counseling
A.S., Hinds Junior College, B.S., Mississippi State University;
M.Ed., Ed.S., Mississippi College
- Ronald Clark Smith Industrial Drafting
Copiah-Lincoln Junior College, Hinds Junior College, University of
Southern Mississippi
- Charles Stuart Spann Data Processing
A.S., Hinds Junior College; B.S., University of Southern
Mississippi; IBM Technical School, University of Southern
Mississippi
- Carolyn Clarke Stewert Basic Education
B.S., Belhaven College; M.E., Mississippi College; Jackson State
University, Mississippi College
- Terri Branch Stockwill Dietetic Assistant
B.S., Northeast Louisiana University; Diploma, Charity Hospital
(Dietetic Traineeship)
- Katherine T. Stroble Rehabilitation of the Blind
B.S., Peabody College; Jackson State University
- Katherine Nell Stubblefield Nursing
B.S.N., University of Mississippi; M.S., University of Southern
Mississippi
- Susan Maureen Sullivan Dental Assisting
A.S., Trident Technical College; Certified Dental Assistant, Certi-
fying Board of the American Dental Assistants Association;
University of Southern Mississippi, University of Texas
- Diane Ruth Sylvester Respiratory Therapy
A.S., Hinds Junior College; Mississippi Baptist Hospital School of
Respiratory Therapy; Certified Respiratory Therapy Technician,
National Board for Respiratory Therapy
- Margaret S. Taylor Displaced Homemakers Program
B.A.E., University of Mississippi; M.A., Mississippi State Universi-
ty; Mississippi State University, University of Southern Mississippi
- Norma M. Temple Mathematics
B.S., Mississippi College; M.A., University of Mississippi;
Mississippi College, University of Mississippi
- Talmadge Lamar Tenhet Music
B.S., Mississippi State University; B.M.A., University of Mississip-
pi; Diploma, Hartnett School of Music (New York); American Con-
servatoire De Musique (France), Eastman School of Music,
University of Mississippi

Jerry W. Thomas	Diesel Mechanics
University of Southern Mississippi	
John H. Thomas	Counseling
B.A., B.S.Ed., Jackson State University; M.Ed., Mississippi State University	
Martha G. Thomas	Surgical Technology
Diploma, Gilfoy School of Nursing; Hinds Junior College, Mississippi College, Mississippi State University, University of Southern Mississippi	
Robert Dale Thomas	Counseling
B.A., M.Ed., Mississippi College	
Charles Leroy Thornton	Welding
Hinds Junior College, University of Mississippi, University of Southern Mississippi	
Connie Faye Townsend	Nursing
B.S.N., Mississippi College; M.N. University of Mississippi	
Thomas Victor Traxler	Barbering
Hinds Junior College	
Nick Bartley Trim	Electricity
Jane A. Turner	Psychology
B.A., M.S., University of Southern Mississippi; Ph.D., Mississippi State University	
Rebecca Jane Tustain	Nursing Learning Lab
A.A.S., Hinds Junior College	
Albert F. Usry	Engineering Graphics
A.A.S., East Central Junior College; B.S., University of Southern Mississippi; B.A., University of Tennessee; Mississippi College, University of Mississippi	
Alleean McKnight Ussery	Mathematics
B.S.E., Delta State University; M.S., University of Mississippi; Ph.D., George Peabody College for Teachers	
Sandra Stringer Vance	History
B.A., Belhaven College; M.A., Louisiana State University; Ph.D., Mississippi State University	
Henry Thomas Vaughn, Jr.	Refrigeration and Air Conditioning
A.A., Hinds Junior College; University of Southern Mississippi	
Mary Adams Vaught	Sociology
B.A., M.S.S., University of Mississippi; Mississippi College, Institute of Gerontology (University of Michigan)	
Joyce Vinson	Practical Nursing
Henry G. Waggoner	Auto Mechanics
Hinds Junior College, National Institute for Auto Service Excellence, Occidental University of St. Louis, University of Southern Mississippi	

- Alice S. Walker Home Economics
B.S., M.S., University of Southern Mississippi
- Carol McRaney Walker Mathematics
B.A., Mississippi State University; M.Ed., Delta State University
- Robert Lee Wall Respiratory Therapy
A.A., Hinds Junior College; Mississippi Baptist Hospital School of
Respiratory Therapy, Institute of Physical Medicine (New York)
- Frank Kelm Walsh History
B.A., Millsaps College; M.Ed., Mississippi College; Mississippi
College, University of Mississippi, University of Southern
Mississippi
- Frankie K. Walsh Physical Education
B.S.Ed., Mississippi University for Women; M.Ed., Mississippi
State University; Ed.S., Jackson State University; University of
Southern Mississippi
- Cecil Calvert Ward Electricity
Hinds Junior College, Mississippi State University, University of
Southern Mississippi
- Glover Chichester Warner Real Estate
B.B.A., University of Mississippi; University of Mississippi
- Rene T. Warren Physical Education
B.S.Ed., M.Ed., Mississippi College
- John K. Weatherford, Jr. Machine Shop
B.S., M.Ed., Mississippi State University
- Paulette Weaver Practical Nursing
Diploma, Gilfoy School of Nursing; Hinds Junior College, Universi-
ty of Southern Mississippi
- Bobbie Jean Welch Vocational Business & Office
B.S., M.B.Ed., Jackson State University; Jackson State Universi-
ty, Mississippi College, Mississippi State University
- Charlotte H. White Nursing
A.D., Jones Junior College; B.S.N., M.N., University of Mississippi
- Faye D. Wilkinson Secretarial Science
B.S., Mississippi State University; M.Ed., Mississippi College
- Birdie L. Williams Manpower, Clerical Cluster Teacher Aide
Alcorn State University
- Charles F. Williams Refrigeration & Air Conditioning
Air University; Heat Pump Certification, Refrigeration Service
Engineers Society; Heat Load Certification, American Society
Heating, Refrigeration, & Air Conditioning Engineers; Sizing Units
Certification, Air Conditioning Contractors of America; Technical
Trades Institute, Vitro Engineering, Hinds Junior College,
Mississippi State University, University of Southern Mississippi

- Claude Julian Williams French, Spanish
B.A., Millsaps College; M.A. University of New Mexico; International Academy of Spanish, Mississippi College
- Elizabeth Wells Williams Remedial Related
A.A., Copiah-Lincoln Junior College; B.S., University of Southern Mississippi; M.Ed., Mississippi College
- George O. Williams Zoology
B.S., Tougaloo College; M.S., University of Mississippi; Jackson State University, Oak Ridge Associated Universities, University of Mississippi
- James Gordon Williams Psychology
B.S., M.A., University of Southern Mississippi
- Susie Lois Willis Sociology
B.S.Ed., Jackson State College; M.S., Illinois Institute of Technology; Jackson State University, Mississippi State University
- Thomas Albert Woods Respiratory Therapy
R.S., University of Southern Mississippi; University of Chicago, School of Respiratory Therapy; Certified Respiratory Therapy Technician, National Board for Respiratory Therapy; Registered Therapist, National Board for Respiratory Therapy; University of Southern Mississippi
- Katie Lee Worrell Practical Nursing
Diploma, St. Dominic Hospital; Hinds Junior College, University of Southern Mississippi
- Walter Eugene Wylie Surveying
B.S., University of Mississippi
- David F. Young Lineman Job Training & Safety
B.S., Mississippi State University
- Donna Lucile Zimmerman Nurse Aide
A.D., Hinds Junior College



II The College

THE COLLEGE

GENERAL PURPOSE AND AIMS

The general purpose of Hinds Junior College is to provide educational services for the people of its geographic area within the legal structure of the comprehensive community college. These services include the teaching and guiding of students who intend to transfer to senior colleges to pursue an academic degree and the teaching and guiding of career-oriented students in academic, technical, and vocational programs. These services also include providing opportunities for continuing education in academic, technical, and vocational curriculums and providing leadership in civic, economic, and cultural growth.

The specific aims of Hinds Junior College are:

1. To provide an environment conducive to serious study where students can learn to listen, to think, to discriminate, to reason, and to communicate effectively
2. To provide an environment where students can develop intellectually, socially, physically, morally, and spiritually
3. To provide leadership in determining and developing aptitudes and abilities of students
4. To provide guidance, counseling, and learning experiences which will enable students to develop economic competency
5. To provide opportunities for continuing education in academic, technical, and vocational courses
6. To provide extra-curricular activities whereby students can develop leadership potential and social confidence
7. To provide educational experiences whereby students may become effective citizens within the framework of a democratic society
8. To promote positive community relations by providing facilities, professional leadership, and services to meet specific needs

HISTORY OF HINDS JUNIOR COLLEGE

Hinds Junior College is an outgrowth of the Hinds County Agricultural High School which opened in the fall of 1917 with an enrollment of 117 and a faculty of eight. In 1922-23 the first year of college was added with thirty freshman college students enrolled, and the freshman year of high school was discontinued. In 1926-27 the second year of college work was added with an enrollment of seventy-four students. Enrollment has increased each year, with the total enrollment for the 1978-79 academic year approximately 15,000 students.

During the first year of its existence, the school was admitted to membership in the Southern Association of Colleges and Secondary Schools. In December 1928 the college department was admitted to membership in the Southern Association, permitting graduates to enter the leading senior colleges and universities of the South and have their work fully accepted. In 1942 the Mississippi Legislature recognized the necessity of organizing and supporting an additional type of educational training in the state's public junior colleges to meet wartime needs for skilled workers and to prepare for the postwar influx of young men who would need job training in specific skills; the Legislature passed a law appropriating for the public junior colleges funds to be used exclusively for vocational training. At that time Hinds Junior College organized a vocational division. As a result of studies of needs in the local area, this division has been continually upgraded through the improvement of the quality of instruction and the facilities for training and the increase in the number and the variety of programs offered.

In 1969, in keeping with the theories of progressive education, Hinds Junior College developed the Jackson Branch, a magnificent example of contemporary vocational-technical training. It evolved through the cooperative efforts of the Jackson Chamber of Commerce, the Hinds County Board of Supervisors, the State Department of Education, the Hinds Junior College Administration and Staff, and the Federal Government.

Completed and occupied in August 1975, the Vicksburg-Warren County Branch of Hinds Junior College evolved in response to an expressed need of the leaders, educators, and citizens of Warren County for new and enlarged educational and training opportunities for the youth and adults of this rapidly growing and increasingly industrialized area.

The organizational structure of the Vicksburg-Warren County Branch is unique; the regular day program involves secondary students in vocational training from the Vicksburg Municipal Separate School District, and the evening program involves post-secondary vocational technical and adult education courses. The initial instructional staff included fifteen vocational-technical faculty and a director.

Hinds Junior College has had six presidents since its beginning. Their names and the terms served are as follows:

W. M. Taylor	1917-1918
R. E. L. Sutherland	1918-1929
G. J. Cain	1929-1938
George M. McLendon	1938-1965
Robert M. Mayo, Sr.	1965-1978
Clyde Muse	1978-

THE CAMPUSES, GROUNDS, AND BUILDINGS

Hinds Junior College presently operates three campuses: one at Raymond, one at Jackson, and one at Vicksburg.

The Raymond Campus, the original campus, has a campus and grounds totaling approximately 1,000 acres. One hundred beautifully landscaped acres make up the main campus;

there are 24 buildings: Academic Building, Administration Building, Agriculture Building, Auditorium Building, Cafeteria Building, Fine Arts Building, Home Economics Building, G. M. McLendon Library, Men's Gymnasium, Herrin-Stewart Building, Robert M. Mayo Field House, three residence halls for men (Eastside, Southside, F. M. Greaves), four residence halls for women (Main, Northside, Westside, Gertrude Davis), Science Building, Student Union Building, four vocational buildings, and Women's Physical Education Building. Open for the 1977-78 school year is an annex to the Fine Arts Building. The annex includes nine Classrooms, two suites of offices, a Little Theatre with continental seating for 179, and a Theatre Green Room/Faculty Lounge.

One-half mile from the main campus is 35-acre Raymond Lake, surrounded by picturesque grounds for picnics and other recreational activities; included is an 18-hole golf course. Additional acreage is in farmlands, pastures, woodlands, and in the John Bell Williams Airport. Farmland is used as a laboratory for experimental and practical work in all phases of agricultural training offered by the college.

Located in Northwest Jackson, the Jackson Branch is situated on thirty-one acres of scenic woodlands and is easily accessible to all points in the city. The main building includes 73,000 square feet of usable floor space and houses various types of highly complex equipment valued in excess of \$500,000. Designed in the modern tradition to create an effective teaching and studying atmosphere, lecture rooms and laboratories are equipped with the most modern furniture and training aids available.

The Vicksburg-Warren County Branch is located on approximately 20 acres on Highway 27 adjacent to the city of Vicksburg. The original building includes approximately 47,500 square feet of floor space with over \$500,000 worth of equipment for instructional purposes. The main building houses classrooms, shops, and offices for administrative personnel. The air-conditioned, brick and steel facility is utilized by the city and the county school systems in cooperation with Hinds Junior College.

NEW EMPHASIS ON DEVELOPMENT

Hinds is constantly changing and growing to meet the needs of the people in Hinds, Rankin, Warren, and Claiborne Counties. To help keep up with these changing needs and this tremendous growth and to help the College maintain close ties with the citizens in its district, a new administrative department, the Office of Development, was created in January 1979.

A key factor in the tremendous growth Hinds has experienced is the loyalty and support of alumni of the College. The Hinds Junior College Alumni Association was organized April 8, 1968, and has played a major role in the recent development of the school. In October 1978, the President appointed a special administrative position to the school: Director of Alumni Affairs.

On January 19, 1979, the Hinds Junior College Development Foundation held its organizational meeting. The purpose of the organization is to promote high quality education at Hinds Junior College through contributions from alumni and friends of the College. Through the Hinds Junior College Development Foundation, the College will continue to seek its goal — to serve the people of the four-county district and the State of Mississippi effectively and efficiently by providing quality educational programs.



III THE STUDENTS

ADMISSIONS

ADMISSION REQUIREMENTS

NOTE: Some vocational and technical programs have additional requirements for admission. See specific outlines of programs of study, pages 74-127, and vocational course descriptions, page 211-226. Veterans should see page 52.

The general admission requirements, see below.

BEGINNING FRESHMAN

To be considered for admission to the College, a prospective student must fulfill the following:

For Academic and Technical Programs

1. File an application for admission in the Office of Admissions and Records,
2. File an official transcript from an accredited high school showing graduation date,
or
File satisfactory scores on the General Educational Development Test,
or
File an official transcript from an accredited high school showing completion of fifteen (15) high school units and a standard score of eighteen (18) on the American College Test at the first writing on a national test date.
3. Be interviewed by a faculty member in major field department prior to being admitted. (#3 applies only to students who wish to enter a technical program.)
4. Veterans should refer to page 52.

For Vocational Programs

1. File an application for admission in the Office of Admissions and Records.
2. File an official transcript from an accredited high school showing graduation date,
or
File satisfactory scores on the General Education Development Test,
or
File an official transcript from an accredited high school showing completion of fifteen (15) high school units and a standard score of eighteen (18) on the American College Test at the first writing on a national test date,
or
Have attained the age of sixteen (16) years upon entrance or have attained the age of eighteen (18) upon completion of a training program, and file acceptable General Aptitude Test Battery scores with the Office of Admissions and Records.
3. Be interviewed by an instructor in the training area.
4. Veterans should refer to page 52.

RETURNING STUDENTS

Former Hinds Junior College students not in attendance the semester prior to the one to which they seek admission or those who have withdrawn during the semester must file an Application for Readmission in the Office of Admissions and Records.

TRANSFER STUDENTS

To be eligible for admission to Hinds Junior College, a transfer student must fulfill the following:

1. File an Application for Admission in the Office of Admissions and Records,
2. File an official transcript from the College last attended, and
3. Be eligible for immediate readmission to the College last attended.

Transfer students will enter Hinds Junior College with the same status as they would the College last attended.

All transfer students should have their transcript evaluated in the Office of Admissions and Records prior to registration.

TRANSIENT STUDENTS

Transfer students who wish to attend one or both Summer sessions at Hinds Junior College and then re-enter the College last attended the next regular session may do so by completing the following:

1. File an Application for Admission in the Office of Admissions and Records, and
2. File an official transcript or letter of good standing in the Office of Admissions and Records.

Students should also secure permission from the dean of the school to which they will return to ensure that school's accepting credit earned at Hinds Junior College.

Should a transient student choose to re-enter Hinds the semester after summer enrollment, the student must file an official transcript in the Office of Admissions and Records.

FOREIGN STUDENTS

Foreign students with superior scholastic records and proven English proficiency will be considered for admission as freshmen and as transfer students. Freshman applicants must be graduates of recognized secondary schools comparable in level to the American high school. Transfer applicants are considered on the basis of secondary school records and records of post-secondary study (college, technical school). Factors considered in making the admission decision are grades earned, subjects to be taken, ability to carry a full course of studies, scores on the College entrance tests, and proof of financial responsibility.

Applicants, both freshman and transfer, whose native language is not English are required to submit a score of at least 500 on the Test of English as a Foreign Language (TOEFL). Information regarding this test may be obtained by writing to TOEFL, Educational Testing Service, Princeton, New Jersey 08540.

The following materials must be in the office of Foreign Students Advisor **at least 60 days** before the beginning of the semester in which admission is desired:

1. Application for admission
2. Complete and official scholastic records
3. Scores on entrance tests
4. Affidavit of support
5. TOEFL scores

Students applying for transfer from institutions in the United States must present an Immigration Form I-538 authorizing transfer from their currently approved school of attendance, signed by the appropriate school official, or a written statement from that official that such a form will be forthcoming as soon as a final admission decision has been made at Hinds Junior College. All required information must be submitted before students are permitted to enroll.

ADMISSION APPROVAL

Upon the completion of admission requirements, prospective students will be notified of their admission status and given information concerning guidance tests and registration procedures. Admission approval is one of two types:

1. Regular - - Indicates that a student has fulfilled satisfactorily all admission requirements.
2. Conditional - - Indicates that part of the prospective student's admission requirements have not been completed and that the student has been admitted pending receipt of the necessary information. Failure to clear admission deficiencies may result in the termination of a student's enrollment. Veterans who intend to utilize G. I. benefits cannot be admitted to the College under this status and be eligible to receive financial benefits from the G. I. Bill. See pages 52-53. Students who intend to receive any type of federal student financial aid (see pages 55-58) cannot be admitted to the College under this status.

FRESHMAN ORIENTATION

Beginning Freshmen Academic and Technical students who register for nine semester hours or more are required to enroll in a Freshman Orientation course during the first fall or spring enrollment period. Vocational students will receive their Freshman Orientation as part of the Orientation to the Vocational Program. Exceptions must be approved by the Director of Counseling Services. Transfer students and returning students are not required to enroll in an Orientation course.

Orientation classes will not be offered during the summer sessions. However, students who begin their enrollment during the summer sessions must enroll in an Orientation class the following fall semester.

Only those students who are withdrawing from the College may drop an Orientation class.

The purpose of the course is to acquaint students with necessary information concerning college procedures, services, and regulations.

STUDENT ADVISER ASSIGNMENTS

The Counseling Department provides course advising services for students prior to their first enrollment period. Upon conclusion of this initial counseling session, students will be assigned a major adviser. The adviser will assist the student in the selection and scheduling of classes beginning with the second regular enrollment period. A regular enrollment period consists of either a Fall or Spring semester.

If a student decides to change his/her college major, the student must notify the Counseling Department of the decision immediately and be assigned another adviser. This immediate change of adviser is necessary in order to avoid a delay in future registrations.

DECLARATION OF COLLEGE MAJOR FIELD OF STUDY

Each student attending Hinds Junior College will indicate an intended major field of study on the initial application for admission form. In addition, students will make a formal declaration of their college major during the registration process by completing the necessary form in the Counseling Department.

Students who have not decided upon a major field of study should indicate "general program" in the appropriate spaces.

CHANGE OF COLLEGE MAJOR

Students who wish to change their college major after their formal declaration should come to the Counseling Office in Room 104 of the Administration Building, Raymond Campus, and complete the proper change of college major form. Students may change their major any number of times; in each instance of change, however, they must follow the procedure explained in the preceding sentences.

Veterans should be very careful in changing their major because they are allowed only one change without counseling at the V. A.

PROTECTION OF PRIVACY FOR STUDENTS AND PARENTS

Family Educational Rights and Privacy Act of 1974 (P. L. 93-380) as amended (P. L. 93-568), also known as the Buckley Amendment.

Hinds Junior College declares all their students dependent and places the responsibility on the students to prove that they are not dependent. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools and colleges attended, campus organizations which require minimum scholastic averages for membership, and organizations and/or societies awarding financial assistance (grants, scholarships, and loans): name, date of birth, address, dates of attendance, major field of study, class rank, quality point average, and the type of degree(s) granted and the date conferred.

EXPENSES

ENTRANCE FEE

Students registering for classes at the Main Campus in Raymond, the Jackson Branch, or the Vicksburg-Warren County Branch will pay entrance fees according to the following schedule:

Academic or Technical Day Students	
Twelve or more semester hours	\$155.00 per semester
Less than twelve semester hours	\$ 16.00 per semester hour
Academic or Technical Evening School Students	
	\$ 16.00 per semester hour
Vocational Students	
¾ and full time	\$155.00 per semester
½ time	\$ 78.00 per semester
Special Activities	
(less than 6 clock hours per week)	\$ 20.00 per semester

Entrance fees must be paid when the student registers at the beginning of the semester. Payment is a part of registration and failure to complete this step will void the entire registration procedure for the individual.

OTHER FEES

Late Registration Fee. A late fee of \$20.00 will be charged any student who fails to register and pay fees according to the schedule for registration. An incomplete registration constitutes a late registration.

Graduation Fee. A graduation fee of \$15.00 is paid by each student who qualifies for and is awarded a diploma.

Bus Transportation. Bus transportation is available to students who are currently enrolled in a program of study on the Raymond Campus. Each bus will be scheduled to stop at designated stations to receive and discharge students. The charge for this service is \$20.00 per semester, paid at registration.

BOOKS AND OTHER EXPENSES

The cost of books depends upon the courses that students take and the availability of secondhand books. New and used textbooks are sold in the Campus Bookstore. At the end of each session, students may resell to the Campus Bookstore textbooks usable again the next session.

Students enrolled in some specialized curriculums are required to purchase uniforms, tools, and safety equipment.

Books and other expenses may total approximately \$150.00.

NON-RESIDENT TUITION

All full-time students whose parents do not reside in the state of Mississippi will pay an out-of-state tuition fee of \$390.00 per semester, payable by the semester, in advance. This is in addition to the entrance fee of \$155.00 paid by each student who registers.

ROOM AND BOARD

Students requesting residence hall accommodations may select one of three plans. The selection should be made in advance. Applicants should be prepared to pay for room and board according to the schedule outlined below. Only full time day students may request residence hall accommodations.

SCHEDULE OF PAYMENT, 1980-81

MEAL TICKET PLANS

AMOUNT

	Non-Airconditioned Residence Halls Per Semester	Airconditioned Residence Halls Per Semester
Seven day, three meals a day	\$397.00	\$442.00
Five day, three meals a day (Monday through Friday)	\$340.00	\$385.00
Five day, two meals a day (Monday through Friday)	\$325.00	\$370.00

A commuting student may purchase a meal ticket for \$42.00, payment for 30 meals (Monday through Friday.)

Room and board payments do not include books, laundry, and other items of personal expense. They do not include the room deposit required of all students living in campus residence halls. (See page 00.)

NOTE: An increase in food prices will likely occur by the Fall 1980 session. This increase will be reflected in the price of meal tickets.

REFUND POLICIES

TUITION AND FEES

A matriculation fee of \$10.00 charged all full-time students as a part of the entrance fee is non-refundable.

Full-time academic and technical day students enrolled for one week or less will be refunded 75% of \$145.00; students enrolled longer than one week will receive no refund. Part time academic day students, part time technical day students, and all evening academic and technical students enrolled for one week or less will be refunded 75% of the listed rate; students enrolled longer than one week will receive no refund.

The refund policy for all vocational students, including veterans, is stated as follows:

The school will refund on a pro-rata basis, the unused portion of tuition, fees, and other charges to a veteran or eligible person in the event this person fails to enter the course or withdraws or is discontinued therefrom at any time prior to completion.

Out-of-state tuition, payable by the semester in advance, is refunded as follows:

Students enrolled one week or less will be refunded 75% of the listed rate; students enrolled longer than one week receive no refund.

Other fees paid during the registration process, such as auto decals and annual, are **not** refundable.

ROOM AND BOARD

A residence hall student who officially withdraws from the residence hall within two weeks after entering the dormitory and has paid a semester room fee will be refunded 75% of this payment. If a student withdraws after the first two weeks, the room fee is forfeited. A student withdrawing from the residence hall during the semester may be refunded all full weeks remaining in the meal ticket period, if the meal ticket is surrendered to the Business Office when the student withdraws.

PAYMENT BY CHECK

No personal checks from out-of-state students will be accepted at the Business Office or the Campus Bookstore during registration week. Cashier's checks, money orders, travelers checks, or similar negotiable instruments may be accepted in lieu of cash.

A personal check given in payment for fees, tuition, and room and board is received subject to acceptance by the bank the check is drawn on. If a personal check received by Hinds Junior College in payment for fees, tuition, and room and board is returned by the bank as non-negotiable, the fees, tuition, and room and board become due and payable. Registration for the student issuing the non-negotiable check is incomplete. An incomplete registration will be subject to a late fee of \$20.00 to complete or may become void for a lack of payment. This means that the student who issued the non-negotiable check in payment for fees, tuition, and room and board must pay the amount of the check plus a \$20.00 late fee to remain in school. A student failing to pay the amount of the non-negotiable check plus the \$20.00 late fee when notified by the Business Office of Hinds Junior College may be dropped from all classes and checked out of school.

COLLEGE REGULATIONS

ATTENDANCE

The following policy applies to regular academic and technical and vocational programs. It does not apply to special adult or continuing education activities.

THE COLLEGE AND THE STUDENT

When a student enrolls in a course or program, he/she is expected to achieve the perfor-

mance level as determined by the instructor and to attend every scheduled meeting of the class, laboratory, or supervised field experience. It is recognized that a student may occasionally need to be absent from class while representing the College at some special function or for reasons of personal emergencies. When a student or student group is participating in an official function sponsored by the College, the Dean of Student Affairs or Branch Campus Director will provide each participant with an Official Absence Notice. A student will be allowed to make up the class or laboratory work which was missed during an official absence. In addition to official absences, a student is allowed the following number of absences for personal emergencies.

1. Fall and Spring semesters - academic or technical, day or evening class - the number of times that the class meets in one week plus one meeting.
2. Summer session - academic or technical, day class - two days per five-week term.
3. Summer session - academic or technical, evening class - the number of times that the class meets in one week.
4. Fall and Spring semesters and Summer session - vocational programs - thirty clock hours pro-rated for the full semester or session.

A student may arrange with his/her instructor, at the discretion of the instructor, to make up class or laboratory work which was missed due to personal emergencies. If such an arrangement is made, the number of emergency absences allowed may be extended.

THE INSTRUCTOR AND THE STUDENT

All instructors will take roll at each class meeting and will maintain an attendance record on each student. All instructors will check to see that each student has a written copy of the Attendance-Withdrawal Policy and will stress the student's responsibility for reading all requirements in the College Catalog. When a student has had more personal absences than the number allowed, the instructor will send a Drop for Excessive Absences to the Local Director (for vocational and technical programs) or the Dean of Student Affairs (for academic programs). The student will be notified in writing by the Local Director or Dean of Student Affairs that he/she has been dropped from class for excessive absences. The student will have five days from the date of the letter to contact the instructor who may rescind the drop.

AUDITING A COURSE

A student who wishes to take a credit course for no credit must first register for the course, pay the regular fee, and then change to "Audit" by going to the Office of Admissions and Records prior to the first meeting of the class and officially changing the course to "Audit."

The audit student will receive no credit, no grade, no quality point, and may not change the course from audit back to credit. The student may in succeeding semesters take for credit any course previously audited. Audit courses will be reflected on the student's permanent record as "AU" (Audit).

The auditing of a course should not be confused with repeating a course to raise a grade.

CLASSIFICATION OF STUDENTS WHO RECEIVE CREDIT

Classification of students who receive credit at Hinds Junior College is as follows:

Freshman — a student who has earned fewer than 27 semester hours of college credit

Sophomore — a student who has earned 27 or more semester hours of college credit

Full-time academic or technical student — a student who is enrolled in 12 or more semester hours in a given semester

Part-time student — a student who is enrolled in less than 12 semester hours in a given semester

Full-time vocational student — 30 CH (Clock Hours)

Three-quarter time vocational student — 22½ CH

Half-time vocational student — 15 CH

COLLEGE CREDIT BY EXAMINATION

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

The College-Level Examination Program (CLEP) enables students to earn college credit-by-examination. By successfully completing CLEP tests, students may receive credit for college-level knowledge which they already possess.

Students who have not earned college-level credit in the subject or subjects in which they seek CLEP credit may earn credit within the following stipulations.

(1) A maximum of six (6) hours may be earned from each group listed below.

Group #1	English Composition	ENG	1113
	English Literature	ENG	2323
	American Literature	ENG	2223
Group #2	Biology, General	BIO	1133
	Calculus, Integral	MAT	1613
	Chemistry, General	CHE	1213
	College Algebra	MAT	1313
	Geology	GLY	1113
	Trigonometry	MAT	1323
Group #3	Accounting, Introduction	ACC	1213
	American Government	PSC	1113
	American History I	HIS	2213
	American History II	HIS	2223
	Business Law	BAD	2413
	Economics	ECO	2113
	Educational Psychology	EPY	2543
	Sociology	SOC	2113
	Psychology, General	PSY	1513

(2) A maximum of 18 hours of CLEP subject examination credit will be accepted by Hinds Junior College.

(3) The subject examination scores must be at or above the 33rd percentile.

(4) A student must earn twelve hours at Hinds Junior College before CLEP credit may be recorded on the student's transcript.

(5) No grade points are granted for CLEP credit. Credits granted by CLEP scores are not used in computing grade point average.

VOCATIONAL CREDIT

A student enrolled in a vocational program may receive credit for former work or study by a challenge exam. A maximum of 50% credit may be earned unless prohibited by state or federal regulations.

CONDUCT

PURPOSE OF REGULATIONS

College regulations enable Hinds Junior College to operate as a public institution of higher education in a manner consistent with the ideals of the taxpayers of the four supporting counties and the State of Mississippi and to further the educational process with freedom from interferences.

STUDENT OBLIGATION

Since the entrance of the first freshman class in 1922, students of Hinds Junior College have observed rules of student conduct. A student enrolling in HJC is expected to become familiar with the policies of the College and conform to regulations for conduct as outlined by the College. Students who fail to observe these standards of conduct will be referred to the Disciplinary Committee for appropriate action.

AUTHORITY FOR ENFORCEMENT

The Dean of the Office of Student Affairs is primarily responsible for the enforcement of student discipline. This authority is delegated to the Dean of Student Affairs by the President of the College who has the ultimate responsibility for student discipline subject only to review by the Board of Trustees. The Dean of Student Affairs refers all student discipline to the Disciplinary Committee for its decision and recommendation to the President of the College.

Prosecution in civil court for a violation of law does not necessarily preclude College disciplinary action. Whether or not it is deemed appropriate and necessary for the College to take disciplinary action will be determined by the Dean of Student Affairs.

Prompt and decisive action may be taken by the Dean of Student Affairs, with the approval of the President, in extreme cases before there is an opportunity to conduct a hearing, as in cases in which a student's continued presence on either the main campus or on a branch campus constitutes an immediate threat or injury to the well-being or property of members of the College community, or to the property or the orderly functioning of the College. Students suspended under such conditions will receive a prompt hearing on the charges against them.

COLLEGE DISCIPLINARY COMMITTEE

The College Disciplinary Committee functions to afford fair and reasonable consideration to every student who is accused of violating one or more of the standards of conduct.

REGULATIONS

- A. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to officials of the College.

In situations in or outside the classroom where some degree of collaboration is permissible, it is the responsibility of the instructor to give written instructions to his/her classes, specifically stating what forms of collaboration are authorized. When procedures are not clearly understood, it is the responsibility of the student to consult with the instructor.

Cheating on any examination, quiz, or work to be completed in class, assigned work to be completed outside class; cheating on term papers; cheating on final examination; plagiarism on research or term papers; theft or attempted theft of examination ques-

tions or possession of examination questions prior to the time for examination period shall be offenses subject to the following penalties.

The penalty for commission of any offense set out above is failure in the course and possible dismissal or suspension from the College. In any case where the instructor believes that an offense has been committed, the following procedures will be observed:

The instructor will immediately inform the student, the department chairman, the Academic Dean, and the Dean of Student Affairs that the offense has been committed and the grade penalty has been imposed. If further action is deemed necessary, the Dean of Student Affairs, upon notification by the department chairman, will convene the Disciplinary Committee to conduct a formal hearing in the matter and make such recommendations to the President as it deems fit. In any case in which a student has been accused the student may appeal to the Disciplinary Committee.

- B. Writing bad checks, altering or misusing College documents, records, or identification.
- C. Obstruction or disruption of study, teaching, administration, discipline procedures, or other College activities including public functions, or of other authorized activities on College premises.
- D. Physical abuse or flagrant disrespect to any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of any such person.
- E. Theft of or damage to property of the College or a member of the College community or of a campus visitor.
- F. Unauthorized entry to or use of College facilities.
- G. Violation of College policies or of campus regulations, including the registration of student organizations.
- H. Use, possession, or distribution of alcoholic beverages, barbituates, narcotics, or dangerous drugs such as marijuana and lysergic acid diethylamide (LSD).
- I. Violation of rules governing residence in College owned or controlled property, including use or possession of fireworks, firearms, air guns, and other deadly weapons.
- J. Disorderly conduct, including drunkenness, or lewd, indecent or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions.
- K. Failure to comply with directions of College officials acting in the performance of their duties.
- L. Drunkenness.
- M. Gambling in any form.
- N. Failure to pay indebtedness to the College.
- O. Setting of, or adding to, unauthorized fires on College property.
- P. Violations of traffic regulations are normally handled by the Student Traffic Appeals Board. Persistent and flagrant violations may be referred to the Disciplinary Committee for action.
- Q. Failure to have I. D. Card on one's person at all times when on College property and outside the dormitory to which the student has been assigned by the College. This also applies to other students who are domiciled elsewhere.
- R. Violations of the laws of federal, state, and local government.

INVESTIGATION

The Police Department serves as the primary investigative agent of the College on matters requiring investigation. This department is staffed with professionals who have constabulary authority under the laws of the State of Mississippi.

DISCIPLINARY PROCEDURES

Hearing Body. Except in the case of minor infractions of dormitory regulations and other infractions where the offender waives a hearing, all cases will be heard by the Disciplinary Committee unless the accused elects to waive rights to a formal hearing.

Procedure for Waiving Formal Hearing. In the event a student desires to waive his/her right to a formal hearing before the Disciplinary Committee, the student must sign and date the proper form for this procedure. After the form to waive a formal hearing has been executed, the President of the College will designate an official to handle the case and impose punishment for that particular offense.

Notification of Charges. An investigation of any reported student misconduct will be made before charges are initiated by the Dean of Students. Such charges will be referred to the Disciplinary Committee if the investigation justifies a charge.

Notification will specifically inform the student:

1. That he/she may bring witnesses to testify in his/her behalf at the arranged meeting;
2. That he/she has the right to legal counsel of his/her own choosing but that such counsel may participate only in an advisory capacity;
and
3. The names of witnesses, a brief summary of their testimony, and any evidence that the witness will present.

The procedure during a disciplinary hearing will be as follows:

1. The hearing will not be open to the public.
2. A record of all hearings will be made on a tape recorder, and the Chairman will provide a secretary to keep a written digest of the meeting. Both records will be kept by the Chairman in a secure place. Tapes of cases resulting in suspension or dismissal shall be kept on file for one year. The written record shall be destroyed after two years. Only those persons directly involved with a case may have access to the records pertaining thereto.
3. The hearing will be conducted in an orderly manner.
4. The accused will have an opportunity to be heard in his/her own defense, either by oral testimony or written affidavit. No recommendation for the imposition of sanction may be based solely upon the failure of the accused student to answer charges or to appear at the hearings. And in any event, all findings of fact and recommendations shall be based solely upon the evidence presented, and shall be based upon proof of violation of policies, rules, and regulations by the student accused.
5. The student accused will have the opportunity to hear and refute all testimony against him/her. Where the evidence is presented in writing, the student will have the right to see and refute such written testimony. The accused may present evidence in his/her own behalf, may reply to charges in his/her own words, and may present witnesses in his/her own behalf.
6. If a witness elects not to appear, an affidavit may be used.
7. The burden of proofs will rest upon those bringing the charges, and all matters upon which the decision is based must be entered as evidence during the hearing. Formal rules of evidence will not be used.

8. The student's status at the College will not be altered pending final disciplinary action on the charges. The student's right to be present on the campus and to attend classes will not be suspended except for reasons relating to the safety and well being of himself/herself, other members of the College, or College property.

Findings and Recommendations. At the conclusion of the hearing the Disciplinary Committee will prepare in writing their findings and recommendations to the President. These findings and recommendations will be submitted to the President within 72 hours after the completion of the hearing. This time limit may be extended under unusual or extenuating circumstances, with the approval of the President.

The range of penalties is as follows:

1. Disciplinary probation for a specifically stated period of time.
2. Suspension with suspended sentence.
3. Suspension from the College, with sentence suspended on condition that the student will be on disciplinary probation for the remainder of his/her enrollment at the College.
4. Suspension from the College for a specifically stated period of time.
5. Suspension from the College for a specifically stated period of time; after re-entry, disciplinary probation, ranging from one semester to remainder of tenure as a student at the College.
6. Expulsion from the College for an indefinite period of time.

Final Authority. The President has the right to affirm or to reverse the Committee. In addition, the President shall have the right to remand the matter to the Committee for further consideration.

In the event that the President should reverse the Committee's findings, and fails to follow its recommendations, and impose his punishment, then, in such an event the President will prepare in writing reasons for doing so, and such shall become part of the record of the subject case. In addition, a copy shall be furnished the accused, the counsel for the accused, and the Chairman of the Disciplinary Committee.

Appeals. In the event a student wishes to appeal the decision of the Disciplinary Committee he/she must do so within seven (7) calendar days from the date of the President's order. The appeal will be made in writing to the Dean of Student Affairs and will clearly state the grounds for appealing the decision.

DEGREES AND CERTIFICATES

Hinds Junior College grants two Associate Degrees — the Associate in Arts and the Associate in Applied Science — and a Certificate of Completion in all vocational fields.

ASSOCIATE IN ARTS DEGREE. Conferred on students who complete requirements for graduation in various arts and science programs, the pre-professional programs, and programs designed for transfer from Hinds Junior College to senior colleges and universities.

ASSOCIATE IN APPLIED SCIENCE DEGREE. Conferred on students who complete requirements for graduation in the various two-year technical programs or any of the applied science fields offered at Hinds Junior College.

CERTIFICATE OF COMPLETION. Awarded to students who satisfactorily complete requirements for graduation in the various vocational programs at Hinds Junior College.

REQUIREMENTS FOR GRADUATION

A student may meet the requirements for graduation by complying with any of the following:

1. Select a specialized field of study and follow the curriculum which is outlined for it and carried under PROGRAMS OF STUDY beginning on page 74 of this catalog.
2. Follow the General Program requirements for the Associate in Arts Degree which are given on page 74 of this catalog.
3. Follow the general requirements for the Associate in Applied Science Degree which are given on page 75 of this catalog.
4. Comply with the catalog requirements of the first two years of the specified four-year accredited college or university (named at the beginning of the semester preceding graduation) to which the student will transfer.
5. Complete the specified number of clock hours within a stated vocational program.

NOTE TO ACADEMIC AND TECHNICAL STUDENTS:

A minimum quality point average of 2.0 on ALL HOURS ATTEMPTED is required in order to graduate unless additional credit hours have been earned in excess of those specifically required for the degree. A student in this category may select the courses to be used to achieve the 2.0 minimum quality point average. (See page 50 for computation of the quality point average.)

APPLICATION FOR GRADUATION

Any student wishing to apply for a diploma or certificate and for one of the degrees conferred by Hinds Junior College must make formal application for a specific degree. Appropriate application forms are provided for this purpose in the Office of Admissions and Records. No student will be graduated and a degree awarded until all degree requirements have been met.

A student may be graduated under the requirements of the published catalog for the current session or under the graduation requirements of the published catalog for the year the student entered Hinds Junior College. Requirements, however, may not be divided between the two.

The graduation fee of \$15.00 covers the cost of diploma, cap, gown, and standard junior college academic hood.

FINAL EXAMINATIONS

All students are required to take examinations at the time designated on the final examination schedule. A student who is absent from a final examination and who has made no report of personal illness or other emergencies to an instructor will not be permitted to take the examination at a later date. A student who reports an emergency to an instructor before a scheduled examination will be given a grade of "I" (Incomplete). The incomplete work must be completed before the end of the ninth week of the succeeding Fall or Spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

EXEMPTION FROM FINAL EXAMINATION

Sophomores who are actually taking a diploma are exempted from the final examination in any subject in which they have achieved a grade of "B" or better during the final semester preceding graduation.

GRADES

GRADING SYSTEM

(Veterans see pages 52-53.)

Academic and technical courses are graded according to the following system:

1. Used in Quality Point Average Computation

Grade	Interpretation	Quality Point Value/Sem. Hr.
A	Excellent	4
B	Good	3
C	Average	2
D	Poor	1
F	Failure	0
I	Incomplete	0

2. Not used in Quality Point Average Computation

AU	Audit
IP	In Progress
W	Withdrawal from Course

Vocational courses are graded according to the following system:

Grade	Interpretation	Credit
A	Excellent	Clock Hours
B	Good	
C	Average	
D	Poor	
F	Failure	
W	Withdrawal from Course	

NOTE: Vocational Clock Hours credit cannot be converted to semester hours credit and is not used to determine a student's quality point average.

Continuing Education Units (CEU) are awarded for some courses. These courses are graded according to the following system:

Grade	Interpretation	Credit
A	Excellent	1 CEU per ten (10) clock hours
B	Good	
C	Average	
D	Poor	
F	Failure	
W	Withdrawal from Course	

NOTE: A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is used as a basic unit of measurement for an individual student's participation in an educational activity which does not award semester hour or vocational clock hour credit.

Continuing Education Units credit cannot be converted to semester hours credit and is not used to determine a student's quality point average.

Normally, final grades for academic and technical students are mailed to the student at the end of each semester; grades for vocational students are mailed five times during an academic year: one during the summer and two reports during the Fall and the Spring semesters. However, grades may be withheld by the College for the following reasons: unpaid fees or fines, unreturned library books or audio-visual materials, incomplete admission records, or disciplinary actions.

"I": INCOMPLETE GRADES

An incomplete grade (I) is assigned if, due to personal illness or other emergencies, a student is unable to complete required course work by the end of the semester. It is the student's

responsibility to notify the instructor and to arrange with the instructor a method of completing course requirements by the end of the ninth (9th) week of the succeeding Fall or Spring semester. Unless the (I) incomplete grade is changed to another letter grade by this time, the (I) incomplete grade will become permanent.

Note that an (I) incomplete grade and an (F) failing grade have the same effect on a student's quality point average.

“IP”: IN-PROGRESS GRADES FOR COURSES CARRYING SEMESTER HOURS CREDIT

An in-progress grade (IP) is assigned to a student who is in an independent study course and who does not complete course requirements before the end of the semester. A student who is assigned an IP grade at the end of a semester must complete course work during the following semester (excluding Summer school).

QUALITY POINT AVERAGE

A quality point average is determined by dividing the total number of quality points earned by the total semester hours attempted.

For example:

ENG	1113	3	Sem. Hr. Credit	Grade A	(4 points)	=	12
MAT	1313	3	Sem. Hr. Credit	Grade B	(3 points)	=	9
HIS	1113	3	Sem. Hr. Credit	Grade C	(2 points)	=	6
BIO	1514	4	Sem. Hr. Credit	Grade B	(3 points)	=	12
HPR	1111	1	Sem. Hr. Credit	Grade B	(3 points)	=	3
Sem. Hr. Attpt. =			14	Total Quality Points		=	42

Divide 42 quality points by 14 semester hours attempted = 3.0 quality point average.

HONOR GRADUATES

Students graduating from Hinds Junior College with a quality point average of 3.6 or above are graduated with "Special Honors." Students graduating with a quality point average of 3.2-3.5 are graduated with "Honors." The quality point average is determined by dividing the total number of quality points by the total semester hours of work attempted (hours transferred as well as hours earned at Hinds Junior College).

PROBATION

Academic and Technical Students

The probation status at Hinds Junior College is designed to aid students who have special needs in the areas of guidance and counseling. At the end of each Fall and Spring semester all full-time students who have not earned the semester hours and quality points set forth on the scale below will be placed on scholastic probation.

Regular Enrollment Period*	Minimum Semester Hours Earned	Minimum Number of Quality Points Earned
1	9	13
2	21	33
3	33	58
4	48	91

* A regular enrollment period consists of either a Fall semester or a Spring semester.

Part-time Students

Part-time students will be placed on scholastic probation at the end of any Fall or Spring semester if he/she fails to earn a 1.7 quality point average for the courses attempted during the semester.

All students who are placed on scholastic probation must have a counseling session with a counselor for a course prescription before he/she can register for the following semester. Students should schedule counseling appointments well in advance of the forthcoming registration.

Vocational Students

A vocational student will be placed on probation after receiving an unsatisfactory monthly report. Should a student receive two unsatisfactory monthly reports during one unit of training, the student may be suspended for one semester. A Summer term will not count as a semester for this period of suspension.

EXTENDED PROBATION

Normally, the period of scholastic probation is one scholastic semester, but upon the recommendation of the counseling staff, a student's probation period may be extended for two full semesters.

SCHOLASTIC SUSPENSION

Students who have been placed on scholastic probation the previous Fall or Spring semester must either earn the next level of achievement or be placed on scholastic suspension for one full calendar year.

Full-time students who are suspended for scholastic reasons at the end of the second semester may gain readmission for the Fall semester by earning 12 semester hours and 24 quality points during the Summer session at Hinds Junior College. Part-time students who have been suspended for scholastic reasons may gain readmission by earning a 2.0 quality point average on the same number of semester hours attempted the previous semester.

A regularly enrolled Hinds Junior College student on scholastic suspension who wishes to change from a transfer college program of studies to one of the terminal programs offered at Hinds Junior College may petition the Admissions Committee through the Committee Chairman, the Director of Admissions and Records, for immediate readmission. A student who is readmitted on this basis must have an interview with a technical counselor and be scheduled to take at least 9 semester hours of technical courses during that semester. A student admitted on this basis must maintain a minimum of 12 semester hours with a minimum of 9 in the technical area, or be dropped from the enrollment.

ACADEMIC APPEALS

Appeals for permission to continue in school when facing scholastic suspension must be made in writing to the Admissions Committee made up of the Director of Admissions, the Academic Dean of Student Affairs, the Director of Vocational-Technical Division, the Director of Guidance and Counseling, Raymond Campus, and two faculty members appointed by the President. Each appeal will be considered on its merits. Special forms for use in making an appeal may be secured from the Office of Admissions and Records.

Veterans see pages 52-53.

REPEATING A COURSE

A student can receive semester hour credit for a course only one time. However, a student may repeat a course in which credit has been earned to attempt to better the quality of the work (raise the grade). With each such attempt the total of the SEMESTER HOURS ATTEMPTED and the total of the QUALITY POINTS will both increase, but the total of the SEMESTER HOURS CREDIT **will not** increase.

That is, a quality point average includes **every** grade received. The average includes all grades received for courses repeated to raise grades.

RESIDENCY REQUIREMENTS

Transfer students must complete their last twelve (12) semester hours in residence in order to receive a diploma from Hinds Junior College.

SEMESTER HOURS TOTAL

The usual total number of semester hours taken by a student in good standing during a regular semester is 15 to 17. The recommended maximum number for a student on scholastic probation is 14. A student taking less than twelve semester hours is classified as part-time.

Full-time or $\frac{3}{4}$ time vocational students may take up to three semester hours of academic or technical course work each semester for no additional tuition cost provided the vocational program adviser approves.

It is recommended that students who are engaged in outside employment in addition to attending Hinds Junior College give careful consideration to a reduced number of hours.

TRANSCRIPTS

Any student who has fulfilled financial obligations to the College will be furnished two transcripts of credits without charge. A fee of one dollar (\$1.00) will be charged for each additional copy.

VETERANS' AFFAIRS

The Director of Veterans' Affairs is available to assist all veterans, children and/or wives of veterans, and disabled veterans in making application for G. I. benefits. All academic, technical, and vocational courses are open to students in any one of the above categories, and every effort is made to facilitate admission into their choice of training program.

All veterans' programs under the G. I. Bill may be initiated in Room 202 of the Administration Building, Raymond Campus. For information, call 857-5261, Ext. 226.

Procedure:

1. File completed application for admission to the College. Veterans may not be given a conditional admission status and be eligible to receive G. I. Bill benefits.
2. File an application for veterans' benefits with the Director of Veterans' Affairs, Room 202, Administration Building, Raymond Campus.
3. Academic and technical students must have an official transcript from all colleges attended prior to transferring to Hinds Junior College.

Advance Payment. To receive advance payment in time to pay fees, you must have completed the above three steps five weeks before fee payment day. (See Academic Calendar for fee payment dates.)

Educational work done by veterans while in active service is evaluated and credit given when possible. The recommendation of the American Council on Education in their handbook,

GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES, is used as a guide for the evaluation of all military credit.

All students anticipating use of the G. I. Bill, on payment of the tuition, **MUST** furnish the Veterans Office with the small end of the pink receipt card with name and Social Security number on same.

DROPPING A COURSE (VETERANS)

See Withdrawal Policy stated on pages 53-54.

GRADING SYSTEM (VETERANS)

To comply with Veterans Administration standards, the College applies the following grading system for veterans who receive G. I. Bill benefits.

After the last day of the semester to change schedules without a record of performance, all courses attempted will be assigned a grade of "A," "B," "C," "D," or "F," for the purpose of computing grade point averages to determine eligibility status — good, probation, suspension — for G. I. Bill benefits. When veterans withdraw from class or are withdrawn from class for unsatisfactory class attendance, the grade earned at that time will be used to compute individual grade point averages.

PROBATION AND SUSPENSION (VETERANS)

PROBATION. Veterans who fail to earn a minimum of twelve semester hours credit or fail to maintain a minimum grade point average of 2.0 on ALL work attempted during a semester will be placed on G. I. Bill probation for one semester. Veterans who attend school three-quarter time (9-11 semester hours) must earn a minimum of nine hours and maintain a 2.0 grade point average. Veterans who attend school half time (6-8 semester hours) must earn a minimum of six hours and maintain a 2.0 grade point average.

SUSPENSION. Veterans may be placed on suspension from the G. I. Bill for the following reasons:

1. Being placed on academic probation as a result of not earning nine semester hours credit and not maintaining a minimum grade point average of 1.5. (See "Academic Probation and Suspension," pages 50-51.)
2. Failing to earn twelve semester hours credit or failing to earn a minimum grade point average of 2.0 during a semester when under G. I. Bill probationary status. Suspension from the G. I. Bill will last for one semester. At the end of the suspension period, a veteran may reapply for G. I. Bill benefits. Prior to reapplying for G. I. Bill benefits or for readmission to the College with G. I. Bill benefits, veterans must go through counseling at the Veterans Administration Counseling Service (see #2 under "Procedure"). Proof of counseling must be submitted to the College when a veteran applies for readmission.

NOTE: Policies stated for veterans comply with Regulations 14253, 14277, 14278, Department of Veterans Benefits.

WITHDRAWAL

FROM A COURSE

A student in an academic or technical, day or evening class may drop the class by contacting the instructor. The instructor will fill out a drop form and route the form to the designated office. At the time of drop the student will be graded according to the following procedures:

1. Fall and Spring day and evening classes, first two weeks of class, no record of performance. The third week through the tenth week of class, a grade of **W**. After the tenth week of class, a grade of **WP** (withdrew passing) or **WF** (withdrew failing).
2. Summer session day classes, first three days of class, no record of performance. The fourth day through the fifteenth day of class, a grade of **W**. After the fifteenth day of class, a grade of **WP** or **WF**.
3. Summer session evening classes, first week of class, no record of performance. Second week through the fifth week of class, a grade of **W**. After the fifth week of class, a grade of **WP** or **WF**.

The Dean of Student Affairs, a Division Chairman, or a Local Director after consulting with the instructor may approve the extension of the drop date for a student who has an extreme emergency. Students who are absent from final exams without the approval of the instructor will receive a grade of **F**.

COMPLETE WITHDRAWAL FROM SCHOOL

A student (academic or technical, day or evening, regular or Summer session) may withdraw from the College at any time prior to the first day of final exams by contacting a counselor. A student in a vocational program may withdraw from the College at any time by contacting a vocational counselor. The grade given at the time of withdrawal from an academic, technical, or vocational program will be an **X**.

WITHDRAWAL GRADE REPORT

The last date of attendance will be given on the grade report sheet for all students who receive grades of **W**, **WP**, **WF**, or **X**.

STUDENT SERVICES

STUDENT COUNSELING SERVICES

The main office of the Counseling Department is located in the Administration Building, Raymond Campus. Additional offices are maintained in the vocational-technical complexes on the Raymond Campus, the Jackson Campus, and the Vicksburg Campus.

The Counseling Department provides many services to the students. Students find that a visit to the Counseling Department is often helpful in solving the difficulties that arise in college life. Counselors are ready to help the student to select a major field of study, decide upon a vocation, or discuss personal and social adjustment problems. All counseling discussions are held in strict confidence by the counseling staff.

Another of the services offered by the Counseling Department is the administering of standardized tests. Many types of tests are available to measure aptitude, achievement, intelligence, interest, personality, and reading ability. These tests are available to any student upon request to a member of the Counseling Department. The results of all such tests are confidential and are to be used solely by the student and the counselor. Of special interest to the general program student should be the interest inventory which is designed to show a profile of the student's interest patterns. These inventories are especially beneficial to those students who are undecided about a college major.

ADVISING, INTERVIEWING, AND TESTING

STUDENT ADVISER ASSIGNMENTS

The Counseling Department provides course advising for students prior to their first enroll-

ment period. Upon conclusion of this initial counseling session, students will be assigned a Major Adviser. The adviser will assist the student in the selection and scheduling of classes beginning with the second regular enrollment period. A regular enrollment period consists of either a Fall or Spring semester.

If a student decides to change his/her college major, the student must notify the Counseling Department of the decision immediately and be assigned another adviser. This immediate change of adviser is necessary in order to avoid a delay in future registrations.

COUNSELING INTERVIEWS

All students who write the guidance tests must participate in a counseling interview prior to registration. The purpose of these interviews is to interpret guidance tests results and provide program advising for the approaching semester. Students will make an appointment for a counseling interview on the date guidance tests are written.

GUIDANCE TESTS

Hinds Junior College requires beginning freshmen to complete a series of guidance tests prior to registration. Students must select the test date they wish to attend by completing the test date selection form enclosed with the application for admission.

These tests are mandatory for all students attending any campus except academic and technical students attending evening classes and transfer students from other colleges. However, students who wish to participate in evening academic and technical classes are strongly urged to complete the guidance tests to avoid improper class selection.

The dates on which the guidance tests will be administered are listed on the test date selection form contained in the application packet.

Vocational students will receive evaluation tests after being enrolled unless specific program requirements void this procedure.

All academic and technical day students (Raymond and Jackson campuses) will be tested at the Raymond campus on the dates listed on the test date selection form.

AMERICAN COLLEGE TEST (ACT) RESULTS

Day academic and technical students attending any Hinds Junior College campus are required to furnish the Counseling Department with a copy of their ACT results. These tests results will be used by the Counseling Department to provide more comprehensive guidance services.

FINANCIAL AID

The Office of Financial Aid, located in the Administration Building, Raymond Campus, attempts to provide funds to all students who can demonstrate financial need in order that no one should be denied a higher education for purely economic reasons. The College administers a full program of financial aids including scholarships, grants, loans, and part-time work, depending on the students' needs and qualifications.

As the basis for determining the financial need of students, the College requires that a student complete the American College Test (ACT) Family Financial Statement for processing and eventual receipt by the College. This form may be obtained from high school counseling offices or by writing: Director of Financial Aid, Office of Student Affairs, Hinds Junior College, Raymond, Mississippi 39154. In addition, a student must complete an HJC application form, which can be obtained at the above address.

FINANCIAL AID POLICIES

1. The primary purpose of the College's financial aid program is to provide financial assistance to students who, without such aid, would be unable to attend.
2. The student and family are expected to make a maximum effort to assist the student with college expenses. Financial assistance from Hinds Junior College should be viewed only as supplementary to the efforts of the family.
3. In selecting recipients, Hinds Junior College places primary emphasis upon financial need, academic achievement, character, and future promise.
4. Financial assistance granted is to be used only for legitimate educational purposes.
5. The total amount of financial assistance offered a student by Hinds Junior College and by other sources must not exceed the amount of financial need as determined by a financial need analysis report. The student is responsible for notifying the Office of Financial Aid upon receipt of financial aid from sources outside the College.
6. Students who withdraw during the semester must notify the Financial Aid Office. Normally, students who withdraw before completing the semester will have to repay part of certain awards.
7. The Office of Financial Aid keeps in confidence all information used in determining financial assistance and the amount of the awards.

TYPES OF FINANCIAL AID

Funds for financial aid come from federal government programs, Hinds Junior College, and local civic organizations.

Federal Programs

1. Basic Educational Opportunity Grant

This program provides funds for eligible students enrolled on at least a half-time basis in a program of study that lasts six months or longer. Eligibility is determined by completing and submitting an ACT Family Financial Statement. Copies of the application may be obtained from high school counselors or Hinds Junior College Office of Financial Aid. Upon receiving notification of eligibility, a student should take the notification form to the Office of Financial Aid at Hinds Junior College. The amount of the award will be based on the eligibility index number and calculated cost of attendance at Hinds.

2. College Work-Study Program

This program provides part time jobs for students who demonstrate a financial need. Depending on need, a student may work up to 15 hours per week and will receive an hourly rate of pay. Disbursements are made monthly by check. Jobs are located in the various departments on campus. A student assigned a work-study job is expected to perform assigned duties until that student has earned his/her total award.

3. Nursing Student Assistance Program

The Nursing Student Assistance Program provides loans and scholarships to help students in need of financial assistance to pursue a course of study leading to a degree and career in nursing. To be eligible for the Nursing Assistance Program at Hinds Junior College, an applicant must be accepted for enrollment as a full time student in the two year A.A. degree nursing program. Awards are disbursed by check at the beginning of each semester. Loans are repayable over a five year period, and repayment begins one year after graduation.

4. Law Enforcement Education Program

L.E.E.P. makes educational funds available for law enforcement majors currently employed in law enforcement work. When funds are sufficient, pre-service students may also be financially assisted. Financial need is not a prerequisite for participation in the L.E.E.P. program. Awards are disbursed by check at the beginning of each semester.

5. Federally Insured Student Loans

This loan program enables an eligible student to borrow up to \$1500 per academic year from a bank, credit union, savings and loan association, or other participating lender. Repayment begins 9 to 12 months after graduation. For those who qualify for Federal Interest benefits, the federal government will pay the interest until the student must begin repaying the loan.

Hinds Junior College Funds

1. Hinds Junior College Work-Study Program

This program provides part time employment on campus. Students may work a maximum of 15 hours per week and are paid an hourly rate. Payments are made monthly by check. Consideration is given to a student's skills, experience, academic achievement, and financial need.

2. Band Scholarships

Contact the Band Director, Hinds Junior College, Raymond, MS, 39154.

3. Athletic Scholarships

Contact the Athletic Director or Head Coach of prospective sport.

4. Federal Programs

To be eligible to receive student financial aid from any federal program, the student must be admitted to Hinds Junior College as a **regular student**. This means that all admission requirements must have been met. In order to maintain eligibility, the student must be in good standing with the College, and be making satisfactory progress in his/her course of study.

APPLICATION PROCEDURES

1. Obtain an American College Test Family Financial Statement (ACT-FFS) from high school counselors or from the Office of Financial Aid, Hinds Junior College. Complete according to instructions and mail directly to the A. C. T. Operations Center, Box 1000, Iowa City, Iowa, 52240. This is the need analysis form used by Hinds Junior College, and it must be on file at the College in order for any student to be considered for any financial aid. The deadline date for Fall semester is April 1.
2. Obtain a Hinds Junior College Application for Financial Aid from high school counselors or from Hinds Junior College. Complete and file with the College by April 1.
3. Apply for admission to Hinds Junior College. All aid is contingent upon completing all the requirements for **regular admission**.
4. Special application (in addition to ACT and HJC application) must be completed for Federally Insured Student Loans, Law Enforcement Education Program. These may be obtained from the Office of Financial Aid at Hinds Junior College.

5. Deadline for filing applications for any type of aid is April 1 for Fall semester and May 1 for Summer term. Applications received after these dates will be accepted, but no guarantee of funds being available can be made.
6. All students applying for any financial aid program must apply for the Basic Educational Opportunity Grant.
7. Continuing eligibility for financial aid assistance is contingent upon the student's timely filing of yearly applications and need analysis forms, financial circumstances, and upon the amount of funds available to the institution.

Scholarships

Allstate Foundation Nursing Scholarship. The goal of this foundation is to assist qualified students in becoming qualified nurses and to encourage other philanthropic organizations to supply funds to help ease the shortage of nurses. In order to qualify, an applicant must be enrolled as a full-time Associate Degree Nursing student and be in financial need. For further information contact the Department of Nursing, Ext. 241 or 242.

Lee Mayo Scholarship. The Lee Mayo Scholarship was established in 1968 by the Hinds Junior College Choir. The scholarship is awarded to a freshman for the sophomore year on the basis of merit, ability, interest, and need at the discretion of the Hinds Junior College music faculty. The recipient must be a music major, a member of the College Choir, and maintain a 1.5 quality point average.

Hinds Junior College Merit Scholarships. The College makes available Merit Scholarships for entering freshmen who are legal residents of the Hinds Junior College support district (Hinds, Warren, Rankin, and Claiborne counties.) Criteria for receiving the scholarship is based on A. C. T. scores, high school grade point average, national academic awards received, leadership positions held, and honors received in high school. There will be approximately 18 tuition scholarships and 2 full scholarships available each year. Application deadline is February 1, for the following Fall semester.

Mississippi Power and Light Company Scholarship. The Mississippi Power and Light Company provides one or more scholarships each year for students in the Refrigeration and Air Conditioning program. The recipients are selected by a committee from the Refrigeration and Air Conditioning field. A certified copy of the applicant's high school transcript is required by the Committee. For additional information, contact the Office of Financial Aid.

The Red Renton Memorial Scholarship. The Ladies Auxiliary to Toxie K. Stapleton VFW Post 6473 established this scholarship for deserving students from Hinds County having an ACT composite score of 15 or more and meeting the requirements for admission to the College.

Other Scholarships. A number of civic clubs and other organizations provide scholarships to students who attend Hinds Junior College. For additional information on these, please contact the Office of Financial Aid. The recipients are selected by the clubs and organizations, not by the College.

JOB PLACEMENT

The College provides job placement services for all students who desire employment, full or part time, commensurate with their interests, attitudes, and abilities. The placement office coordinates job placement services which are available to all students free of charge.

The placement office is located in Room 210 of the Student Union Building. Counselors in the Vocational-Technical Division also assist their students in securing employment in the various industries.

HOUSING AND DORMITORIES

HOUSING

Hinds Junior College provides comfortable and safe housing accommodations for students desiring to live on the Raymond Campus. Accommodations for 382 men students and 576 women students are available for rent each semester. A security deposit of \$50.00 per student is required.

Admission to the College does not guarantee the student the reservation of a room on campus. The application for campus housing should be completed and returned with a check or money order in the amount of \$50.00 (NO CASH) payable to HINDS JUNIOR COLLEGE and must accompany the application for admission to the Office of Admission. This deposit will remain on the records in the Housing Office for the duration of a student's residence in a dormitory. The deposit will be refunded when a student checks out of the dormitory using established college procedure. Failing to check out properly or to turn in the dormitory key or causing any damages to the room or furniture will result in a forfeit of a portion or all of the \$50.00 deposit. Cancellations by students of assigned rooms must be received by the College at least fifteen days prior to the first date of registration for a refund of the \$50.00 deposit. Assigned rooms must either be claimed by the end of regular registration - not by the end of late registration - or the room deposit will be forfeited and the room reassigned.

DORMITORIES

All dormitories are furnished with ample closet space, venetian blinds, desks, chairs, chests of drawers, and single beds with mattresses and mattress covers.

All dormitories for women students have inter-communication systems; a laundry equipped with washing, drying, and ironing facilities; and telephone booths.

Dormitories for Women

MAIN. A two-story brick building housing 112 freshman and sophomore women students and one staff member. In this air conditioned building each bedroom accommodates two students and opens onto a carpeted corridor. There is a central tiled bath on each wing and a lavatory in each bedroom.

The spacious carpeted lobby provides a formal area for entertaining guests and a large game and activities area furnished with a piano and a TV set.

NORTHSIDE. A two-story brick building housing 98 freshman and sophomore women students and two staff members. The building has porches the length of the building, enclosed with solar screens of ceramic tile.

Rooms are arranged in four-bedroom suites, each complete with a foyer, large fan, ceramic-tiled bath, spacious cabinets and closets, circulating hot water heating, and fluorescent lights.

The lounge is located at the central entrance and is furnished with a piano, TV set, and modern furniture.

WESTSIDE. A two-story brick, L-shaped building housing 109 freshman and sophomore women students and one staff member. Each of the twenty-six suites has two bedrooms with connecting bath, accommodating four students. Corridors and the lounge, furnished with modern furniture, a piano, and a TV set, are carpeted.

GERTRUDE DAVIS. A five-story building housing 257 freshman and sophomore students, five student assistants, and a head resident. It is air-conditioned and each floor has a combination kitchenette and lounge over-looking a court which provides natural light to all five floors. Corridors and lounges are carpeted. Tiled baths are located on each floor.

Each bedroom accommodates two students and is furnished with draperies and built-in furniture.

Dormitories for Men

EASTSIDE. A nine-suite, air-conditioned facility housing 140 men students. Each room is equipped with built-in beds, desks, closets, and book shelves.

SOUTHSIDE. An air-conditioned residence hall, arranged in four-bedroom units, each complete with a small foyer, ceramic-tiled bath, spacious cabinets and closets, circulating hot water heating, and fluorescent lights, housing 54 students. Rooms have venetian blinds, built-in study tables, book shelves, cabinets, and closets.

GREAVES. An air-conditioned facility for 188 men students. Each room is furnished with built-in furniture which includes beds, desks, book shelves, and storage facilities.

LEARNING RESOURCES SERVICES

The Learning Resources Center at Hinds Junior College plays a vital part in the educational program at the College. The Center provides students with excellent facilities for the use of books, periodicals, and audiovisual materials acquired to enrich and supplement the curriculum. The services offered include those associated with the traditional book-oriented library and the comparatively new multimedia concept. More than 73,000 books and 72,000 items of non-print materials are included in its collection.

The George M. McLendon Library located on the upper level of the Center receives regularly more than 650 periodicals and newspapers. The Library has been designed for study, research, and browsing. Its reading areas are joined with book stacks filled with materials that vary in type from the professional and technical to recreational and cover a wide range of interests. Special facilities include a student typing room, a special collection of equipment and materials to aid the visually handicapped, and a career center with its collection of vocational guidance materials.

The Library Catalog is comprehensive, listing print materials as well as tape and disc recordings, visual materials, synchronized multimedia presentations, combination kits, and other special materials. The Catalog reflects the holdings of the branch libraries at Jackson and Vicksburg. Students may request materials housed at any one of the Hinds libraries through the public service department.

The Department of Educational Media Services, located on the first floor of the Center, houses both hardware (equipment) and software (program) to provide mediated learning experiences that support the instructional process at Hinds Junior College. There are facilities for the in-house production of instructional materials; these facilities include photography, film production, and audio and video recording studios.

There are also a learning lab furnished with carrels and equipment to aid the individual student and electronically equipped classrooms to aid the instructor.

The Instructional Development Office is also located on the lower level of the Center. The Instructional Development Officer assists faculty in the design and development of learning units for instruction.

CAMPUS SERVICES AND SERVICE FACILITIES

(Services described are available only at the Raymond Campus unless branch services are indicated.)

BARBER SHOP

The Hinds Junior College Barbering Program, located in the Vocational-Technical Building, provides service to the general public as a part of the students' training schedule. Hours for service are 8:00 a.m. to 7:30 p.m. Monday through Thursday, and 8:00 a.m. to 3:00 p.m. on Friday.

BOOKSTORE

The College Bookstore is located on the first floor of the Student Union Building. Available for purchase are textbooks, school supplies, personal necessities, and gifts. Hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday and from 6:00 p.m. to 8:00 p.m. Monday through Thursday evenings the first three weeks of each semester. Students should present their ID cards to pay by check and to sell textbooks. The Bookstore also maintains a store at the Jackson Branch.

BUSINESS OFFICE

During office hours the Business Office will cash checks not to exceed \$15.00 for dormitory students and employees of the College. Two party checks or third party checks will not be cashed. Hours are 8:00 a.m. to 4:00 p.m. Monday through Friday.

CAFETERIA

When classes are in session the College cafeteria serves three meals each day, except Saturday and Sunday. Meal hours are as follows:

	Monday - Friday		Weekend - Grill
Breakfast	7:00 - 7:45 a.m.	Breakfast	8:00 - 10:00 a.m.
Lunch	11:00 - 1:15 p.m.	Lunch	11:00 - 1:00 p.m.
Supper	4:30 - 5:45 p.m.	Supper	4:30 - 6:00 p.m.

A student must present the meal ticket at each meal or pay cash for the meal. A meal ticket can only be used by the person whose name appears on it; it is not transferrable.

GRILL

Known as the "Eagle's Nest," the grill is located on the second floor of the Student Union Building. The grill features a self-service counter for fountain drinks, ice cream, and sandwiches. In addition candy, cigarettes, and other sundries are available.

Schedule for the Grill:

Monday - Thursday	7:00 a.m. - 10:00 p.m.
Friday	7:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 6:00 p.m.
Sunday	10:00 a.m. - 10:00 p.m.

HEALTH SERVICES

Health services are provided by the Raymond Clinic for resident (dormitory) students on a 24-hour basis and commuting students during the regular school day. The College provides this service to cover emergencies and extreme medical care needs and, therefore, is not responsible for recurring illnesses such as common colds, allergies, etc.

The College is responsible for the cost of the initial office visit and for laboratory tests necessary for diagnosis. The cost of medication and of return office visits for the same illness are the responsibility of the student. The College Business Office will bill students who have received services which are not normally provided under the College policy for health care services.

Students desiring health services must receive a health service referral slip from the Office of the Dean of Student Affairs during regular office hours. Emergencies arising during other hours will be handled on an individual basis.

ID CARD

A picture identification card is issued to each full-time student as a part of the registration process during Fall semester registration. Students continuing full-time enrollment for the succeeding semester (Spring) will have identification card properly validated at Spring semester registration.

The identification card must be surrendered to any College official upon request.

Replacement cost of the identification card is \$5.00.

The identification card must be in the student's possession at all times and serves the following purposes:

- 1 . Admission to college sponsored activities and the Student Union Building.
- 2 . Admission to on-campus varsity athletic events and out-of-town varsity athletic events of the Mississippi Junior College Conference at student rates.
- 3 . Identification at Business Office, Campus Bookstore, Campus Police Office and Campus Residence Halls.
- 4 . Securing a copy of the College yearbook (EAGLE), provided payment for same is made during Fall registration.
- 5 . Use of Raymond Lake recreational facilities and College Golf Course.
- 6 . Voting in student elections.
- 7 . Withdrawal of books from the College Library.

LAUNDRY

The College does not operate a general laundry, but modern washing machines and dryers are located in all of the women's residence halls and in most of the men's residence halls. They are coin operated. Ironing facilities are also located in the women's residence halls.

LOST AND FOUND

The College Police Department maintains a lost and found service. An item which is lost or found should be reported to this office.

CAMPUS POLICE DEPARTMENT

The Hinds Junior College Police Department is a full service police organization directly responsible to serving the needs of the College community, their philosophy being "To Serve and To Protect."

Although a primary responsibility is that of traffic control, the campus police department stands ready to assist in any emergency and to offer the necessary service for the protection of personal and college property and for the enforcement of college regulations and state laws.

HINDS JUNIOR COLLEGE MOTOR VEHICLE RULES AND REGULATIONS

Motor Vehicle Registration Regulations:

- 1. All faculty, staff, and students wishing to operate or park a motor vehicle on the Hinds Junior College campus, grounds, or roads must register said motor vehicle with the Campus Police Department within thirty-six (36) hours of first bringing said motor vehicle on Hinds Junior College property.
 - 1.1 Students shall register their vehicles at the regular class registration or at the Campus Police Department and a zoning decal will be issued.
 - 1.2 Automobile decals shall be affixed to the rear bumper (left side).
 - 1.3 All decals expire August 15th of each year.
 - 1.4 A temporary motor vehicle registration permit may be obtained for a two (2) week period without charge. Individuals are allowed only two (2) such permits per semester.
 - 1.5 If a student, faculty, or staff member loses the decal issued, the individual will be required to re-register the motor vehicle and pay the full fee.
 - 1.6 When the owner of a registered motor vehicle sells or trades said vehicle, he/she is responsible for removing the decal and registering the new vehicle.
 - 1.7 Any time a replacement decal is required the original decal must be returned or the fee will be the same as for the new decal.

Registration Fee For Motor Vehicles

- 2. The registration fee for each motor vehicle is as follows:

First Semester	\$7.50
Second Semester	5.00
Summer Terms	3.00

Motor Vehicle Registration (Zoning):

- 3. The campus area is zoned into four different parking areas, with the hours of restriction being from 7:00 a.m. until 5:00 p.m. to eliminate intracampus use of motor vehicles. The decals that are issued for motor vehicle registration clearly indicate the areas open to individual drivers during the restrictive hours in the following manner:
 - S - restricted to faculty and staff parking areas
 - C - restricted to commuter parking areas
 - W - restricted to women's residence hall parking areas
 - M - restricted to men's residence hall parking areas
- 4. Falsification of information listed on the "Vehicle Registration" card will result in disciplinary action.

HINDS JUNIOR COLLEGE RESERVES THE RIGHT TO REGULATE THE USE OF ANY MOTOR VEHICLE ON THE CAMPUSES, LAKE AND GOLF COURSE AREAS, AND ANY AND ALL OTHER LANDS OWNED OR CONTROLLED BY THE COLLEGE, AND TO FORBID THE USE OF ANY MOTOR VEHICLE BY ANY PERSON WHOSE CONDUCT IN ANY WAY SHOWS THAT HE/SHE IS NOT COOPERATING WITH THE COLLEGE REGULATIONS.

Motor Vehicle Parking Regulations:

1. Hinds Junior College reserves the right to remove, impound, or immobilize any illegally parked or abandoned vehicle, or any vehicle found on campus without a decal, with an unauthorized or altered decal, with no license plate, or parked in such a way as to constitute a serious hazard to vehicular or pedestrian traffic or the movement and operation of emergency equipment. The registered owner shall be responsible for costs involved in removing, impounding, immobilizing, and/or storing of such vehicles. HINDS JUNIOR COLLEGE SHALL NOT BE LIABLE IN ANY MANNER WHATSOEVER FOR ANY DAMAGE TO SUCH VEHICLE OCCURRING DURING REMOVAL, IMPOUNDMENT, OR IMMOBILIZATION THEREOF.
2. The responsibility for finding legal parking space rests with the motor vehicle operator. Lack of space is not considered a valid excuse for violation of parking regulations.
3. The registered owner of a parked motor vehicle, regardless of who was driving, is at all times responsible for that motor vehicle.
4. No person unless otherwise authorized by the Chief of Campus Police shall park any motor vehicle on the Hinds Junior College campus, grounds, or roads:
 - 4.1 On or adjacent to any yellow or red curb
 - 4.2 On any sidewalk
 - 4.3 On any lawn or grassed area
 - 4.4 In any driveway
 - 4.5 In any loading zone
 - 4.6 In any "no parking" zone
 - 4.7 In a manner that obstructs traffic
 - 4.8 In a double or multiple manner
 - 4.9 In a manner that obstructs any sidewalk
 - 4.10 Blocking a fire hydrant
 - 4.11 In any place not designated by lines or signs as a parking area
 - 4.12 In any area of the campus and/or restricted areas which have been closed off by the use of barricades, signs, yellow lines, or other traffic control devices
 - 4.13 In a Handicapped Parking only area
5. The Chief of Campus Police may, however, upon special occasions or under unusual circumstances order or permit vehicles to be parked in places or areas not customarily used for parking.
6. The privilege of a visitor to park on campus shall not be confined to those spaces specifically reserved for such parking by signs, but shall extend to any commuter or faculty parking space. THIS DOES NOT, HOWEVER, IN ANY WAY RELIEVE THE VISITOR FROM OBEYING ALL OTHER PARKING REGULATIONS.
7. Persons with serious physical handicaps may be given special parking consideration upon making application for same with the Chief of Campus Police.
8. Motor vehicles displaying decals must be parked in assigned parking areas.
9. Motorcycles, motor scooters, and motorbikes are not to be parked in buildings, near doorways or entrances to buildings, on sidewalks, at places where sidewalks intersect streets, on grassed areas, or at other places where signs indicate parking restrictions.

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6. Abandoned vehicles will be towed away and disposed of by the Hinds Junior College Campus Police Department. An abandoned vehicle will be defined as any vehicle left unattended on the Hinds Junior College campus, grounds, and/or roads for a period of at least three (3) months. Hinds Junior College and/or its agents shall not be liable in any manner whatsoever for any damage to such vehicle occurring during removal or impoundment.

Moving Violations

1. Driving while intoxicated or under the influence of a mind altering drug.
2. Failure to obey a lawful order given by any law enforcement officer.
3. Reckless driving.
4. Leaving the scene of a traffic accident.
5. Failure to yield to an emergency vehicle.
6. Speeding.
7. Disregarding traffic signals and/or signs.
8. Passing on any college maintained road or thoroughfare.
9. Failure to have a valid vehicle operator's license.
10. IN ADDITION TO THE ABOVE RULES AND REGULATIONS ALL STATE LAWS PERTAINING TO ANY ACT, WHICH, IF COMMITTED WITHIN THE STATE OF MISSISSIPPI, WOULD BE CRIMINAL AND PUNISHABLE SHALL ALSO BE CRIMINAL AND PUNISHABLE ON THE HINDS JUNIOR COLLEGE CAMPUSES, GROUNDS, AND ROADS.
11. Citations issued for all moving violations shall be returnable to the Justice of the Peace of District 4, Beat 1, Hinds County, Mississippi.
12. All motor vehicle traffic accidents occurring on Hinds Junior College property must be reported immediately to the Hinds Junior College Campus Police Department or the Mayor of Raymond sitting at ex-officio Justice of the Peace.

POST OFFICE

The College post office is located on the first floor of the Student Union Building. Students should secure a mailing address from the Postmistress.

	Fall/Spring Semesters	Summer
Monday - Friday	8:00 a.m. - 12:00 noon 1:00 p.m. - 3:00 p.m.	8:00 a.m. - 11:00 a.m.

STUDENT UNION

The Student Union has the following services and facilities: Grill, Recreation Room, Bookstore, Post Office, Reserve Lounge, Publications offices, Meeting Room, Associated Student Body offices, Activities Director's office, and Campus Police.

STUDENT ACTIVITIES

In addition to the regular schedule for the intellectual and physical development of students as set forth in the College curriculums, a wide variety of clubs, societies, and organizations is available to students. These groups include religious, social, service, academic, and interest orientations to meet student needs. Campus organizations, managed by students under facul-

ty guidance, afford ample opportunities for growth in character, citizenship, leadership, and social poise. The following groups are among those available to the student body.

ASSOCIATED STUDENT BODY

The Associated Student Body consists of all students enrolled in the College and serves the student body as a valid expression of its opinion. Students are encouraged to participate actively to make the governing body more effective. Student government offices are located in the Student Union Building.

Executive officers of the Associated Student Body are: President, Vice President, Secretary, Commuter Commissioner, Judicial Commissioner, and Elections Commissioner.

These officers are elected during Spring semester. A Jackson Branch Commissioner, a Vicksburg Branch Commissioner, and Senators and Representatives are elected in September.

STUDENT ELECTIONS

The important college-wide elections held throughout the year are: Fall term - Homecoming Queen and Court; Class Favorites, and Mr. and Miss HJC; Spring term - Executive Officers of the Associated Student Body.

INTERSCHOLASTIC ATHLETICS

Hinds Junior College is a member of the Mississippi Junior College Athletic Association which is a 16-college conference made up of public junior colleges. Programs are maintained in football, basketball, track, tennis, golf, and baseball. Scholarships are awarded only for football and basketball.

INTRAMURALS AND RECREATION

Men's Intramurals

Team sports are conducted in flag football, basketball, volleyball, and softball. Teams are composed of students from residence halls, commuters, and student organizations. Regularly enrolled students are eligible to participate in intramural sports except those students who are members of related varsity teams at Hinds.

Women's Intramurals

Competitive team sports are conducted in tennis, flag football, volleyball, basketball, ping pong, badminton, track and field, and softball. Teams are composed of students from residence halls, commuters, and student organizations. Certificates, ribbons, and team trophies are awarded to teams and individuals participating in these sports.

CHEERLEADERS

Cheerleaders assist with the promotion of college spirit. Football cheerleaders are selected in April and basketball cheerleaders are selected in October.

RECREATION CENTER

Located in the Student Union Building, the recreation center is a spacious room which is available to students for recreational use. Table games and billiard tables are available.

COLLEGE GOLF COURSE AND RAYMOND LAKE

Hinds Junior College operates a beautiful eighteen-hole golf course and club house approximately one mile from the Raymond Campus. Raymond Lake, composed of 35 acres, is available to full-time students for fishing and boating recreation.

STUDENT ORGANIZATIONS

Civic and Service Organizations

ASTRA

Astra, organized in January of 1967, is a service club (authorized by the Altrusa Club of Jackson) for young women between 17 and 20 years of age. Ability, Service, Training, Responsibility, and Achievement, from which the name Astra is derived, describe the qualities fostered by the club. Astra was the first service club for women organized on the campus.

BLACK STUDENT ASSOCIATION

The BSA was formed with the designated purpose of promoting a positive and direct relationship between the black students of Hinds Junior College and the student government as well as the administration, and to promote harmony and unity among black students on campus. Membership is open to those students who have a genuine interest in the purpose for which the organization was designed.

CIRCLE "K" CLUB

The Circle "K" Club is a service organization sponsored by the North Jackson Kiwanis Club. The objectives of the club are to promote for its members good fellowship and high scholarship; to serve the College, the community, and the state; to give primacy to the human and spiritual rather than to the material values of life; and to develop within its members a high degree of serviceable citizenship. Membership in the club is based on scholarship and citizenship upon approval of the Board of Directors.

HINDS CONNECTION

The Hinds Connection, founded March 1979, is a group of students selected to represent Hinds Junior College before the public. Duties of this group include hospitality functions, recruiting efforts, and serving as hosts/hostesses for Hinds Junior College. Students are selected by application in Fall and Spring semesters. For further information contact the Office of Development.

Musical Organizations

BAND

The Eagle Concert and Show Band fills numerous engagements during the school year and participates in various athletic and social events both on and off the campus. Many trips are made by the organization including out-of-town ball games, Christmas parades in surrounding cities, and Mardi Gras in New Orleans. Honor trips have been made to the Sugar Bowl, St. Louis, Buffalo, Colorado Springs, and Pasadena. In addition, the concert band performs in concert at the high schools in the Hinds Junior College locality. Students interested in participating in this outstanding organization are urged to contact the director.

CHOIR

Membership in the choir is open to the entire student body by audition. From the choir, four select performing groups are chosen each year, the Concert Choir, the Girls' Ensemble, the Men's Ensemble, and the Clefs. The Concert Choir is the primary performing group of the vocal music department. On campus activities regularly include the annual Christmas Concert, the Mississippi Junior College Choral Festival, and the Spring Festival. Off-campus concerts are given in schools within Hinds District and churches in the area.

THE CLEFS, THE GIRLS' ENSEMBLE, AND THE MEN'S ENSEMBLE

The Clefs are the personality singing group from the Music Department and make numerous appearances other than those with the Concert Choir. Appearances have been made at the Coffee House at the Mississippi Arts Festival and at various other organizations.

The Girls' Ensemble and Men's Ensemble are chosen by audition. They assist the choir in its performances, as well as serving as a separate performing group.

Publications Organizations

THE EAGLE

The Eagle, the campus yearbook, is published annually by students who are assigned places on the staff by demonstrating interest and ability. No previous experience is required, but originality is a great asset. Interested persons should apply at the Public Relations Office.

Students may purchase *The Eagle* for \$6.00; all others may purchase the yearbook for \$10.00.

HINDSONIAN

A bi-monthly newspaper published by students offers positions in reporting, feature writing, editorials, sports, circulation, and layout work. One evening a week is required to prepare the paper for the printers. Positions as editors and managers are open after experience has been gained. Interested students should apply at the Public Relations Office.

Religious Organizations

Local churches provide every student, regardless of religious affiliation, with opportunities for spiritual growth. These churches have student groups which plan weekly devotional programs at the College and are represented in other campus, community, and convention activities. These religious organizations include: Baptist Student Union, Newman Club, and Wesley Foundation.

Scholastic Organization

PHI THETA KAPPA

Phi Theta Kappa, a non-secret national scholastic society for junior colleges, is composed of those students whose grades are in the upper 10 percent of the College enrollment and who receive the unqualified nomination of the faculty committee appointed to study their character and citizenship qualifications and by approval of the active members. Each year a group of PTK students attends the PTK national convention.

Special Interest Organizations

AGRICULTURE CLUB

Membership in this club is open to college students preparing for the various phases of agriculture or persons interested in agriculture. At the regular monthly meetings, members may have an opportunity to hear local and present-day leaders.

ALPHA BETA GAMMA

The primary purpose of Alpha Beta Gamma is to recognize and encourage scholarship, leadership, and service among students enrolled in Business.

ALPHA KAPPA OMEGA

Alpha Kappa Omega is the local chapter of the National Criminal Justice Fraternity, Lambda Alpha Epsilon. Organized in 1974-75, the goals of the fraternity are to elevate the standards of personnel in the fields of Criminal Justice.

ART CLUB

The Art Department sponsors Alpha Rho, the local honorary art club. The membership is made up of art majors and other students making valuable contributions to the school and community by rendering valuable service in the field of art. The club sponsors trips to museums, participation in school programs, and many social activities.

DECA CLUB

DECA identifies the program of youth activity relating to Distribution and Marketing Technology-Distributive Education Clubs of America, and is designed to develop future marketing and distribution leaders. Its purposes are to develop a respect for education in marketing and distribution which will contribute to occupational competence, and to promote understanding and appreciation for the responsibilities of citizenship in our free, competitive enterprise system. Membership in this club is limited to students enrolled in Distribution and Marketing Technology.

FUTURE SECRETARIES ASSOCIATION

The Future Secretaries Association is directed by The National Secretaries Association (International), and chapters are located throughout the United States, Puerto Rico, and Canada. Its purposes are to provide association with professional secretaries and other students who have many interests in common, to afford participation in thought-provoking programs developed by experienced professional secretaries and businessmen, to provide enthusiasm for a more rewarding secretarial career, to identify with the business world, and to further the desire to attain professional competence through a continuing educational program after graduation or after entering the business world. It is also a service organization that provides social interaction with students, professional secretaries, businessmen, and others in the community.

HI-STEPPERS

A precision dance and drill team, the Hi-Steppers are known throughout the South for their half-time performances at college football games. A companion group to the Hinds Parade Band, the Hi-Steppers have won acclaim at such events as New Orleans' Mardi Gras parades and balls; the National American Legion and Forty and Eight Convention in St. Louis; the Junior Rose Bowl in Pasadena, California; the National Junior Chamber of Commerce Convention in Colorado Springs; and numerous parades, state conventions, and civic programs. The group also has performed for Congress in Washington, D. C.

Interested women students should contact Mrs. Anna Bee, Director of Hi-Steppers, for auditions.

HINDS ASSOCIATION OF LEGAL STUDENTS

The Hinds Association of Legal Students exists to encourage an awareness of the importance of the basic skills necessary to do work of a legal nature and to promote a better understanding of the responsibilities involved; to acquaint students with the function of the judiciary and other departments of the court; and to sponsor workshops and seminars in the legal field.

LONDON PLAYERS

The Lendon Players is an organization created for students who are interested in dramatics and the theatre arts. Membership is open to anyone who wishes to join and abide by the constitution and by-laws. The purpose of the Lendon Players is to foster and develop better skills, relations, and interests in the field of drama. Club members take part in the production of campus plays.

NOVUS VOX

Novus Vox, organized during the 1977 Fall semester, is designed to provide more opportunities in speech related activities for students. Any enrolled student who maintains a minimum of 2.0 QPA is eligible for membership. Activities and programs include interpersonal communication development of speaking skills and service to the College and community.

PHI BETA LAMBDA

Phi Beta Lambda is a national organization for students in post secondary institutions enrolled in business programs. The organization operates under the guidance of business teachers, state supervisors, school administrators, and businessmen and women. The activities of PBL help prepare for business and office occupations. Members have the opportunity to compete honorably with their colleagues on the local, state, and national levels in business contests.

Epsilon Eta chapter is located at the Raymond Campus and Delta Alpha Iota is located at the Jackson Branch.

PSYCHOLOGY CLUB

The major purposes of the Psychology Club are (1) to promote the science and study of psychology, and (2) to promote, through worthwhile programs and other means, better communication in all those disciplines which may be included under the heading of "behavioral science." All enrolled students are eligible for membership.

STUDENT HOME ECONOMICS ASSOCIATION

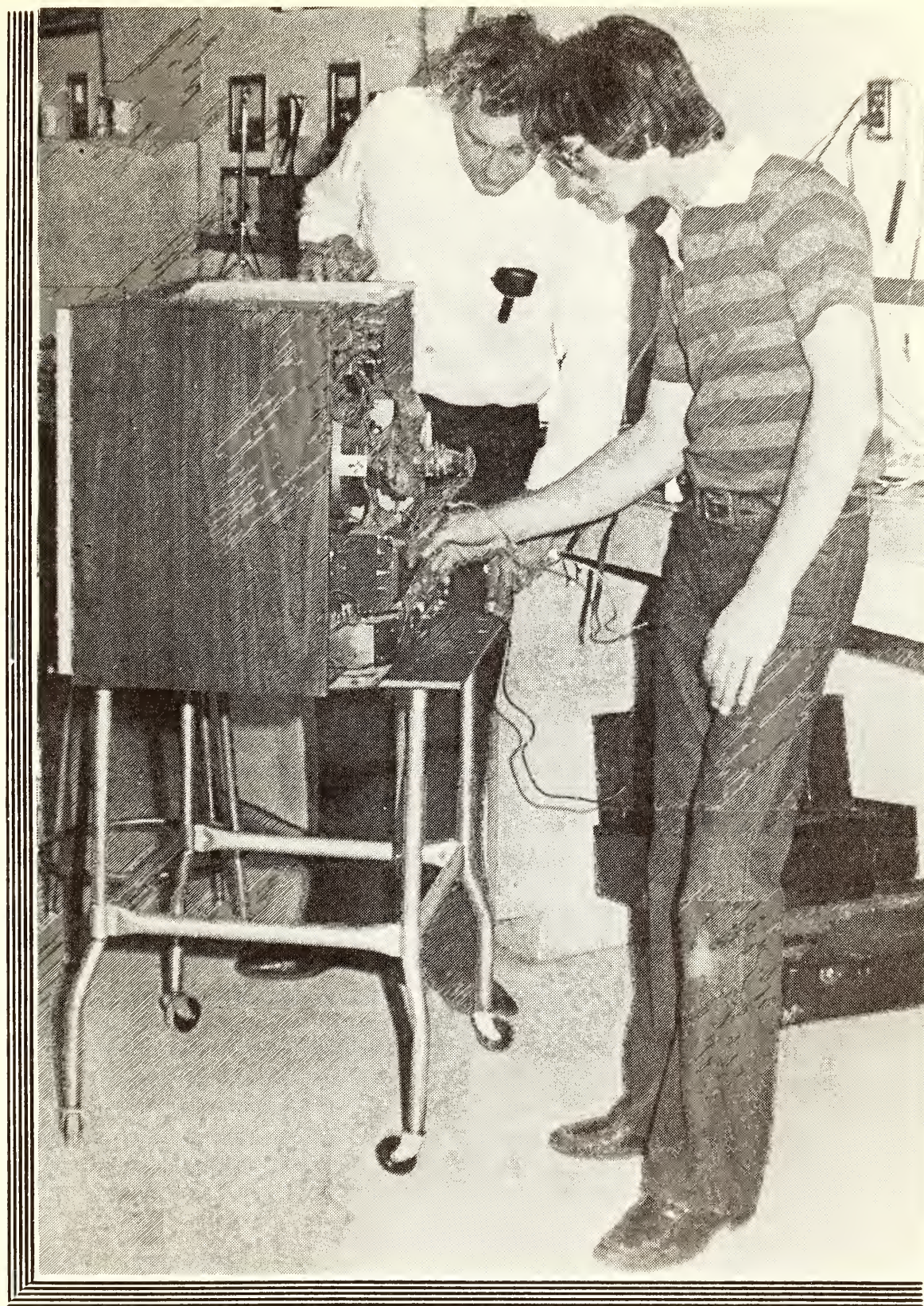
Membership is open to college home economics students and other interested students. The purpose is to further the interest of home economics in the personal and community relationships of everyday life. The association sends representatives to state and regional conferences and is affiliated with both state and national organizations.

STUDENT NURSES ORGANIZATION

The Hinds Association of Student Nurses is a member of the Jackson District, State, and National Association of Student Nurses. The membership is limited to students in the nursing program. The purpose of this organization is to stimulate interest in and provide opportunity for participation in programs of the professional nursing organizations. Monthly meetings consist of talks by leaders in the health field and discussion of trends in nursing practice.

VOCATIONAL AND INDUSTRIAL CLUBS OF AMERICA

VICA is a development club to motivate and develop an enthusiasm for learning that will help trade and industrial, technical, and health education students take their place in society. The students in VICA are afforded an opportunity to achieve a sense of accomplishment and recognition for skills and abilities thru practical competitive contests on a local, state, and national level.



IV The Programs of Study



PROGRAMS OF STUDY

The following outlines of programs of study are for students who are scheduling work to meet requirements for graduation at Hinds Junior College and/or to enter a senior college or to enter a specialized field of work.

The lower division four-year college curriculums are designed for students who desire to transfer with junior standing to one of the four-year colleges in Mississippi. These institutions have their own procedures for admission, evaluation of transfer credit, and requirements for graduation. Therefore, students who plan to complete a four-year baccalaureate degree program should consult the latest catalog of the college in which they are interested.

The requirements for graduation from Hinds Junior College with an associate degree are given on pages 47-48 in this catalog.

GENERAL PROGRAM

(Course of Study Leading to a Bachelor's Degree)

Freshman

**	English	6
**	PE, Military Sci or March Band	2
**	History	6
**	Mathematics and/or Science	6
**	Electives	12
		<hr/>
		32

Sophomore

**	English	6
**	Electives	26
		<hr/>
		32*

The general program is recommended for the student who has not yet decided on a field of study but wishes to receive an Associate of Arts Degree from Hinds Junior College and then transfer to a senior college to continue a program leading to a Bachelor's Degree. Electives will be selected according to the particular needs and wishes of the student and the requirements of the college to which the student expects to transfer.

* A minimum of 64 hours is needed for graduation from Hinds Junior College.

** Selected with approval of program adviser.

**ASSOCIATE IN APPLIED SCIENCE
FOR
TWO-YEAR TECHNICAL STUDENTS**

English	6
Mathematics and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	23
PE, Military Sci or March Band	2
	<hr/>
	64*

Technical students following the program of study listed above will be eligible for the AAS degree but will not automatically receive a certificate of completion in a particular field of study.

COOPERATIVE EDUCATION

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student alternates periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the student's education and are arranged with the employers by Hinds Junior College. Hinds Junior College exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of fulltime (12 hours or more) study followed by a semester of full-time employment (40 hour work week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week. (Veterans must enroll for a minimum of 6 hours and work a minimum of 20 hours a week under this plan to receive veterans' benefits.)

Students must complete a minimum of one semester maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Hinds Junior College.

The program is coordinated through the Office of Cooperative Education.(See "Cooperative Education" under course descriptions.)

TRANSFER-OPTION ACCOUNTING

Freshman

ACC	1213, 1223	Principles of Accounting I & II	6
ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
ECO	2113, 2123	Principles of Economics I & II	6
BAD	2413	Business Law I	3
SPT	1113	Oral Communications	3

*A minimum of 64 hours is needed for graduation from Hinds Junior College.

**Selected with approval of program adviser

The Programs of Study

MAT	1313	College Algebra	3
**		Elective	3
			<hr/> 32

Sophomore

BAD	2323	Business Statistics	3
*BAD	2513	Principles of Management	3
*EDP	1013	Introduction to Data Processing	3
*BAD	2613	Principles of Finance	3
*BAD	2213	Principles of Marketing	3
*ACC	2213	Intermediate Accounting I	3
*ACC	2223	Intermediate Accounting II	3
*ACC	2313	Cost Accounting	3
*ACC	2413	Income Tax Accounting	3
**		Electives	6
			<hr/> 33

AGRICULTURE

(Transfer Programs)

Freshman

BIO	1314	Botany I	4
CHE	1311, 1321	Principles of Chemistry Laboratory	2
CHE	1313, 1323	Principles of Chemistry	6
ENG	1113, 1123	English Composition I & II	6
**		Mathematics	3 or 6
**		Agriculture, Business, Science and other appropriate electives	6 to 12
			<hr/> 27 to 36

Sophomore

SPT	1113	Oral Communication	3
**		Social Science Electives	6
**		Agriculture, Business, Science and other appropriate electives	21 to 25
			<hr/> ***30 to 34

The program of study listed above is to be used only as a guide along with the catalog of the college to which the student wishes to transfer. The student and an adviser will select the appropriate courses to fulfill the first two years of work in a selected field and also meet requirements for graduation from Hinds Junior College.

Students may meet the requirements for the first two years of college work in any of the fields of study by counseling with an adviser and following the catalog of the school to which they intend to transfer. Fields of study include:

- * This course may not be accepted by senior institutions for transfer credit.
- ** Selected with approval of program adviser
- *** A minimum of 64 hours is needed for graduation from Hinds Junior College.

Agricultural Economics	General Agriculture
Agricultural and Extension Education	Horticulture
Agricultural & Biological Engineering	Plant Pathology & Weed Science
Agronomy	Poultry Science
Animal Science	Turfgrass Management
Dairy Science	Food Science and Technology
Entomology	

AGRICULTURE
(Two-Year Programs)

These programs are designed to give specialized training in certain fields of agriculture. They should interest students who want to return to their home farms or who would like to work as technicians in some agriculture field. They are also ideally suited to those students who want to attend college for two years only, learn an occupation, and then enter the work field. They are especially recommended for students who do not have some agricultural background, yet who would like to pursue a future in some agriculture field.

Programs are planned so that students will spend part of their time in class activity and part in the laboratory in their chosen field. Special emphasis is given to management problems as they relate to the various fields of agriculture.

AGRIBUSINESS

Freshman

Fall

DMT 1313	Business Mathematics	3
**	Elective	3
ENG 1113	English Composition I	3
**	History	3
TAG 2534	Agribusiness Sales and Supplies	4
		<hr/>
		16

Spring

AGR 1313	Plant Science	3
ENG 1123	English Composition II	3
SPT 1113	Oral Communication	3
TAG 2134	Agribusiness Procedures & Records	4
TAG 2443	Agricultural Chemicals	3
		<hr/>
		16

Sophomore

Fall

ACC 1213	Accounting I	3
AGR 1214	Animal Science	4
BAD 2413	Business Law	3

**Selected with approval of program adviser

The Programs of Study

**		Elective	3
TAG	2122	Agribusiness Human Relations	2
TAG	2433	Agribusiness Marketing Procedures	3
			<hr/> 18

Spring

AGR	1413	Farm Machinery	3
AGR	2713	Agricultural Economics	3
**		Elective	3
PHY	2213 or 2223	Physical Science Survey	3
TAG	2153	Agribusiness Advertising & Display	3
			<hr/> 15

Approved Electives

ACC	1223	Accounting II	ECO	2113	Economics I
AGR	2223	Feeds and Feeding	ECO	2123	Economics II
AGR	2233	Meats Processing	TAG	1622	Farm Facilities
AGR	2253	Livestock Judging	TAG	1714	Parasites and Diseases of Farm Animals
AGR	2314	Basic Soils	TAG	2514	Beef Cattle Management
CHE	1313	Principles of Chemistry	TAG	2614	Swine Management
ECO	1133	Consumer Economics	TAG	2732	Farm Pastures

AGRICULTURAL MACHINERY TECHNOLOGY

Freshman

Fall

ENG	1113	English Composition I	3
**		Mathematics	3
TAG	2534	Agribusiness Sales & Supplies	4
TAG	1113	Agricultural Machinery Technology	3
TAG	1123	Agricultural Machinery Technology I Lab	3
			<hr/> 16

Spring

ENG	1123	English Composition II	3
**		History	3
TAG	2134	Agribusiness Procedures & Records	4
TAG	1133	Agricultural Machinery Technology II	3
TAG	1143	Agricultural Machinery Technology II Lab	3
			<hr/> 16

Sophomore

Fall

BAD	2413	Business Law	3
PHY	2213 or 2223	Physical Science Survey	3

** Selected with approval of program adviser

The Programs of Study

**		Elective	3
TAG	2113	Agricultural Machinery Technology III	3
TAG	2123	Agricultural Technology III Lab	3
			<hr/>
			15

Spring

AGR	2713	Agriculture Economics	3
**		Elective	3
TAG	2122	Agribusiness Human Relations	2
TAG	2133	Agricultural Machinery Technology IV	3
TAG	2143	Agricultural Machinery Technology IV Lab	3
TAG	2443	Agricultural Chemicals	3
			<hr/>
			17

Approved Electives

AGR	2223	Feeds and Feeding	TAG	1622	Farm Facilities
AGR	2234	Meats Processing	TAG	1714	Parasites and Diseases of
AGR	2253	Livestock Judging			Farm Animals
AGR	2314	Basic Soils	TAG	2514	Beef Cattle Management I
CHE	1313	Principles of Chemistry	TAG	2614	Swine Management
ECO	1133	Consumer Economics	TAG	2712	Farm Pastures
ECO	2113	Economics I (General)			
ECO	2123	Economics II (General)			

ANIMAL TECHNICIAN

Freshman

Fall

AGR	1214	Animal Science	4
ENG	1113	English Composition I	3
AGR	1464	Animal Anatomy & Physiology	4
TAG	2144	Veterinary Clinical Pathology I	4
**		Mathematics	3
			<hr/>
			18

Spring

ENG	1123	English Composition II	3
AGR	1453	Animal Restraint & Medication	3
**		Chemistry	4
TAG	2124	Veterinary Clinical Pathology II	4
AGR	1442	Veterinary Medical Terminology	2
			<hr/>
			16

Summer

TAG	1516	Animal Technician Clinical Experience I	6
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**Selected with approval of program adviser

The Programs of Study

Sophomore

Fall

AGR	2166	Veterinary Operating Room Techniques	6
AGR	1714	Animal Parasites & Disease	4
**		Accounting	3
BIO	2924	Microbiology	4
			<hr/> 17

Spring

AGR	2466	Clinical & Hospital Techniques	6
**		Social Science	3
**		Electives	6
			<hr/> 15

FARM MANAGEMENT

Freshman

ENG	1113, 1123	English Composition I & II	6
**		Mathematics	3
**		Social Studies	3
**		Agriculture	21
			<hr/> 33

Sophomore

SPT	1113	Oral Communication	3
**		Science	3
**		Agriculture	28
			<hr/> 34

ARCHITECTURE

Freshman

ENG	1113, 1123	English Composition I & II	6
GRA	1142	Graphic Communications	2
GRA	1152	Visualization & Graphic Design	2
GRA	1163	Architectural Pictorial Delineation	3
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
MAT	1613	Calculus I	3
ART	1413	Design I	3

*Deficiency Courses. For those without sufficient background for Calculus I, MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

The Programs of Study

**		PE, Military Sci or March Band	2
SOC	2113	Introduction to Sociology	3
**		Elective (if desired or needed)	3
			<hr/> 33

Sophomore

ENG	2323, 2333	English Literature I & II	6
MAT	1623, 2613	Calculus II & III	6
PHY	2414, 2424	General Physics I & II	8
PSY	1513	General Psychology I	3
ECO	2113	Principles of Economics I	3
HIS	1113, 1123	Western Civilization I & II	6
**		Elective (if desired or needed)	3
			<hr/> 35

ART

A general course of study in Art leading to the AA Degree in Art and preparing the student for continued study for advanced degrees in the following fields:

Art Education (Teaching)	Fashion Design	Set Design (TV and Theatre)
Sculpture	Illustrator	Industrial Design
Painting	Advertising	Museum and Art Gallery
Crafts	Landscape Design	Management
Pottery and related fields	Cartooning	Printmaking

Freshman

ENG	1113 or 1213, 1123 or 1223	English Composition I & II	6
HIS	1113, 1123	Western Civilization I & II	6
**		PE, Military Sci, or Marching Band	2
**		Language or Laboratory Science	6 or 8
ART	1313, 1323	Drawing I & II	6
ART	1413, 1423	Design I & II	6
ART	1113	Understanding the Visual Arts	
or			
**ART	1213	Art Survey	3
			<hr/> 35 or 37

Sophomore

ENG	2323 or 2353 2333 or 2363	English Literature I & II	6
PSY	1513	General Psychology	
or			
SOC	2113	Introduction to Sociology	3
SPT	1113	Oral Communications	3

**Selected with approval of program adviser

The Programs of Study

HPR	1213	Personal and Community Health	3
ART	2513 or 2523 or 2533	Painting I, II, or III	6
ART	2713	Art History I	
		or	
ART	2723	Art History II	3
**		Electives	6
			<hr/> 30

GRAPHIC DESIGN AND SIGN WRITING

A course of study leading to the AA Degree in Art with major emphasis on outdoor advertising techniques and sign writing. Upon completion of this course of study the student will have an understanding of small business operation as well as the ability to render super graphics for outdoor displays and will have developed sign writing skills.

First Year

ART	1113	Understanding the Visual Arts	
		or	
ART	1213	Art Survey	3
ART	1313, 1323	Drawing I & II	6
ART	2373	Sign Writing	3
**DMT	2143	Advertising	3
HPR	1213	Personal and Community Health	3
HPR	1111	General PE	1
ENG	1113 or 1213 1123 or 1223	English Composition I & II	6
HIS	1113, 1123	Western Civilization I & II	6
			<hr/> 31

Second Year

HPR	1121	General PE II	1
PSY	1513	General Psychology	
		or	
SOC	2113	Introduction to Sociology	3
*ART	1413, 1423	Design I & II	6
ART	2913	Special Studio	3
ART	2333	Introduction to Graphics	3
SPT	2113	Oral Communications	3
ART	2713	Art History I	
		or	
ART	2723	Art History II	3
BAD	2413	Business Law I	3
MAT	1753	Liberal Arts Mathematics	3
**		Electives	6
			<hr/> 34

* Instructor to provide special units.

** Selected with approval of program adviser

INTERIOR DESIGN

A course of study leading to the AA Degree in Art with a major emphasis in Interior Design. The student will have a working knowledge for decorating space for living and will be able to create environments of functional space for specific purposes for both domestic and professional areas.

Freshman

Art	1113	Understanding the Visual Arts	
		or	
ART	1213	Art Survey	3
ART	1313, 1323	Drawing I & II	6
*ART	1413, 1423	Design I & II	6
**DMT	2213	Marketing	3
ENG	1113 or 1213		
	1123 or 1223	English Composition I & II	6
HIS	1113, 1123	Western Civilization I & II	6
HPR	1111	Physical Education	1
HPR	1213	Personal and Community Health	3
			34

Sophomore

**CDA	1133	Photography	3
**CDA	1123	Display Design	3
ART	2713	Art History I	
		or	
ART	2723	Art History II	3
ART	2913	Special Studio	3
HPR	1121	Physical Education	1
PSY	1513	General Psychology I	
		or	
SOC	2113	Introduction to Sociology	3
**DMT	2123	Textiles	3
**		Electives	9
			31

(POLITICAL) CARTOONIST

A course of study leading to the AA Degree in Art with emphasis on editorial and political cartoon drawing and courtroom sketching. The student gains practical experience in actual courtroom reporting.

Freshman

ENG	1113 or 1213		
	1123 or 1223	English Composition I & II	6
HIS	2213, 2223	American History I & II	6

* Instructor to provide special units.

** Selected with approval of program adviser

The Programs of Study

ART	1313	Drawing I	3
ART	1323	Drawing II	3
ART	1413	Design I	3
ART	1113	Understanding the Visual Arts	
		or	
ART	1213	Art Survey	3
ART	2913	Special Studio	3
**		PE, Military Sci or March Band	2
			<hr/> 35

Sophomore

PSY	1513	Psychology	
		or	
SOC	2113	Introduction to Sociology	3
SPT	1113	Oral Communications	3
HPR	1213	Personal and Community Health	3
ART	2713	Art History I	
		or	
ART	2723	Art History II	3
JOU	1313	Principles of Journalism I	3
JOU	1323	Principles of Journalism II	3
PSC	1113	American National Government	3
PSC	1123	American State & Local Government	3
**		Elective	3
			<hr/> 30

BANKING AND FINANCE TECHNOLOGY

Semester I

ENG	1113	English Composition I	3
DMT	1313	Business Mathematics	3
PSY	1513	General Psychology	3
ECO	2113	Principles of Economics I	3
BFT	1113	Principles of Bank Operations	3
**		PE, Military Sci or March Band	1
			<hr/> 16

Semester II

ENG	1123	English Composition II	3
ACC	1213	Principles of Accounting I	3
BAD	2413	Business Law I	3
BFT	1123	Money and Banking	3
**		Technical Elective	3
**		PE, Military Sci or March Band	1
			<hr/> 16

** Selected with approval of program adviser

The Programs of Study

Semester III

ACC 1223	Principles of Accounting II	3
DMT 2163	Personnel Management	3
SPT 1113	Oral Communication	3
BFT 2113	Credit Administration	3
**	Mathematics Electives	6
		<hr/> 18

Semester IV

BFT 1133	Bank Management	3
BFT 1313	Analyzing Financial Statements	3
BFT 2213	Bank Public Relations and Marketing	3
BFT 2313	Bank Investments	3
BFT 2513	Fundamentals of Bank Data Processing	3
**	Elective	3
		<hr/> 18

Electives

BFT 1143	Savings and Time Deposit Banking
BFT 1153	Bank Letters and Reports
BFT 1163	Supervision and Personnel Administration
BFT 1173	Law and Banking
BFT 1213	Agricultural Finance
BFT 1223	Real Estate Finance
BFT 1323	Bank Cards
BFT 2123	Installment Credit
BFT 2223	Financing Business Enterprises
BFT 2413	Trust Functions and Services
BFT 2423	International Banking
BFT 2523	Federal Reserve Systems
BFT 2613	Business Administration
BFT 2713	Business Financial Management
BFT 2813	Management of Commercial Bank Funds
BFT 2823	Negotiable Instruments and the Payment Mechanism
BFT 2833	Federal Regulations of Banking
MAT 1233	Intermediate Algebra
MAT 1313	College Algebra
MAT 1323	Trigonometry
DMT 1313	Business Mathematics
DMT 2513	Principles of Management
SOC 2113	Sociology

**Selected with approval of program adviser

The Programs of Study

CHILD CARE DEVELOPMENT

Freshman

First Semester

ENG 1113	English Composition I	3
HEC 2813	Marriage & Family Living	3
HIS 2213	American (US) History	3
SPT 1113	Oral Communications	3
PSY 1513	General PSY 1	3
CCD 1113	Intro. to Occ. Child Care Service	3
		<hr/> 18

Second Semester

ENG 1123	English Composition II	3
HIS 2223	American (US) History II	3
EPY 2513	Child Psychology	3
CCD 1123	Art for Children	3
CCD 1133	Language Arts in Preschool Program	3
CCD 1143	Creative Activities for Young Children	3
		<hr/> 18

Sophomore

First Semester

CCD 1164	Day Care/Kindergarten Practicum I	4
CCD 2113	Child Nutrition & Health Care	3
TRS 1112	First Aid	2
CCD 2124	Methods and Materials of Teaching Preschool Children	4
CCD 2133	Physical-Motor Development for Young Children	3
		<hr/> 16

Second Semester

SOC 2113	Introduction to Sociology	3
CCD 2163	Day Care/Kindergarten Administration	3
CCD 2265	Day Care/Kindergarten Practicum II	5
**	Electives	6
		<hr/> 17

GENERAL BUSINESS

Freshman

ENG 1113, 1123	English Composition I & II	6
**	PE, Military Sci or March Band	2

**Selected with approval of program adviser

The Programs of Study

HIS	1113, 1123	Western Civilization I & II	
		or	
HIS	2213, 2223	American History I & II	6
PSC	1113	American National Government	3
MAT	1313	College Algebra	3
MAT	1333	Finite Mathematics	3
**		Science	6
**		Elective	3
			32

Sophomore

ENG	2323, 2333	English Literature I & II	6
ECO	2113, 2123	Principles of Economics I & II	6
BAD	2323	Business Statistics	3
BAD	2413	Business Law I	
		or	
**		Elective	3
ACC	1213, 1223	Principles of Accounting I & II	6
PSY	1513	General Psychology I	
		or	
SOC	2113	Introduction to Sociology	3
SPT	1113	Oral Communication	3
**		Elective	3
			33

NOTES:

1. Students who expect to transfer to Mississippi College MUST take eight semester hours of laboratory science.
2. Business Statistics WILL NOT transfer to the University of Mississippi.

COMMERCIAL DESIGN & ADVERTISING

Freshman

ENG	1113, 1123	English Composition I & II	6
ART	1313, 1323	Drawing I & II	6
ART	1413, 1423	Design I & II	6
SPT	1113	Oral Communication	3
**		Psychology	3
CDA	1123	Display Design	3
CDA	1143	Commercial Design & Adv. Lab. I	3
**		Elective	3
			33

Sophomore

CDA	2113, 2123	Basic Advertising Design I & II	6
CDA	2153	Commercial Design & Adv. Lab II	3

**Selected with approval of program adviser

The Programs of Study

CDA 2163	Practical Advertising Techniques	3
**	DMT Elective	3
ART 1113	Understanding the Visual Arts	3
**	Mathematics or Science	3
***	Directed Elective	3
**	Electives	9
		<hr/>
		33

PRE-DENTAL

Freshman

ENG 1113, 1123	English Composition I & II	6
**	PE, Military Sci or March Band	2
CHE 1211, 1221	General Chemistry Laboratory I & II	2
CHE 1213, 1223	General Chemistry I & II	6
BIO 2414, 2424	Zoology I & II	8
*MAT 1313	College Algebra	3
*MAT 1323	Trigonometry	3
**	Elective	3
		<hr/>
		33

Sophomore

ENG 2323, 2333	English Literature I & II	6
CHE 2422, 2432	Organic Chemistry Laboratory I & II	4
CHE 2423, 2433	Organic Chemistry I & II	6
PHY 2414, 2424	General Physics I & II	8
**	Electives	9
		<hr/>
		33

Recommended electives include courses in Language, English, Government, Economics, Psychology, Sociology, and Graphics.

DENTAL ASSISTING TECHNOLOGY

DAS 1111	Orientation	1
DAS 1213	Dental Science I	3
DAS 1314	Chairside Assisting I	4
DAS 1124	Dental Materials	4
DAS 1513	Radiology I	3
SSC 1113	Intermediate Typewriting	3
ENG 1113	English Composition	3
DAS 1223	Dental Science II	3
DAS 1323	Chairside Assisting II	3

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

***With direction from program adviser, select from DMT 2143, Advertising; DMT 2113, Marketing; ECO 1133, Consumer Economics; JOU 1313, Principles of Journalism I.

The Programs of Study

DAS	1413	Clinical Experience	3
DAS	1133	Practice Management	3
DAS	1522	Radiology II	2
TRS	1213	Industrial Psychology	3
SSC	2531	Medical Terminology	1
			<hr/>
			39

Summer

DAS	1143	Dental Health Education	3
DAS	1422	Supervised Clinical Experience II	2
DAS	1333	Chairside Assisting III	3
SPT	1113	Oral Communication	3
			<hr/>
			11

The Dental Assisting program is a twelve-month course of study designed to provide students with learning opportunities which enable them to assist the dentist in any routine operative, laboratory, or office procedure. After completion of the twelve-month course of study, a student may receive a Technical Certificate. If a student desires to receive an AAS Degree, the following requirements (totaling 64 semester hours) must be met.

English	6
Math and/or Science	6
Social Science	3
Specified Applied Science Field	24
Electives	23
PE, Military Sci or March Band	2

DIESEL TECHNOLOGY

ADMISSION REQUIREMENTS

To be admitted to the Diesel Technology Program, a student must meet the college entrance requirements for technical programs (see page 36 of the 1980-82 HINDS JUNIOR COLLEGE CATALOG) and be sponsored by an employer or agency to allow work experience requirements.

First Year

Fall

TDT	1113	Diesel Introduction	3
TDT	1123	Maintenance and Electrical	3
CP	1010	CP I	0
			<hr/>
			6

Spring

TDT	1133	Diesel Cylinder Block	3
TDT	1143	Diesel Engine Operation	3
CP	1020	CP II	0
			<hr/>
			6

The Programs of Study

Summer		
TRS 1223	Industrial Psychology	3
CP 1030	CP III	0
		<hr/> 3
Second Year		
Fall		
TDT 1153	Diesel Engine Rebuild	3
TDT 2115	Diesel Assembly, Inspection and Run-In	5
CP 1040	CP IV	0
		<hr/> 8
Spring		
TDT 2213	Diesel Engine Cylinder Heads	3
TDT 2223	Gasoline Fuel & Ignition Systems	3
CP 1050	CP V	0
		<hr/> 6
Summer		
TRS 1613	Technical Mathematics I	3
CP 1060	CP VI	0
		<hr/> 3
Third Year		
Fall		
TDT 2233	Gasoline Maintenance	3
TDT 2243	Diesel Brakes, Steering, Drive Systems	3
CP 1070	CP VII	0
		<hr/> 6
Spring		
TDT 2314	Diesel Injection, Air Systems	4
TDT 2324	Truck Lubricating, Overhaul, Air Conditioners	4
CP 1080	CP VIII	0
		<hr/> 8
Fourth Year		
Summer		
ENG 1123	English Composition I	3
**	Social Science	3
		<hr/> 6

**Selected with approval of program adviser

The Programs of Study

Fall		
ENG	1123	English Composition II 3
TRS	1623	Technical Mathematics II 3
		6

Spring		
**		Electives 6

DIETETIC ASSISTANT

Semester I		
DTT	1133	Health Science & Terminology for Dietetic Assistant 3
DTT	1511	Supervised Field Experience I 1
DTT	1113	Food Service Systems Mgmt. I 3
DTT	2133	Food Service Systems Mgmt. III 3
SSC	1513	Business Mathematics 3
DTT	1213	Nutrition Care I 3
DTT	1522	Supervised Field Experience II 2
		18

Semester II		
ENG	1113	English Composition I 3
DTT	2341	Seminar in Dietetic Literature 1
DTT	1123	Food Service Systems Mgmt. II 3
DTT	1413	Safety & Sanitation 3
DTT	1223	Nutrition Care II 3
DTT	2534	Supervised Field Experience IV 4
DTT	1312	Health Field Study 2
		19

Summer		
DTT	1533	Supervised Field Experience III 3
TRS	1213	Industrial Psychology 3
**		Elective 3
		9

The Dietetic Assistant Program is a twelve-month course of study. After completion of the twelve-month course of study, a student may receive a Technical Certificate. If a student desires to receive an AAS Degree, the following requirements (totaling 64 semester hours) must be met.

English	6
Math and/or Science	6
Social Science	3
Specified Applied Science Field	24

**Selected with approval of program adviser

The Programs of Study

Electives	23
PE, Military Science or March Band	2
	<hr/>
	64

The GATB examination, administered by the Mississippi Employment Service, is a requirement for entering the program.

As graduates of this program are considered employable in supervisory positions, a final grade below "C" in any required course is not acceptable.

DISTRIBUTION AND MARKETING TECHNOLOGY
(Two-Year Career Program)

Freshman

ENG 1113, 1123	English Composition I & II	6
PSY 1513	General Psychology I	3
SPT 1113	Oral Communication	3
DMT 1211	Professional Development I	1
DMT 1221	Professional Development II	1
DMT 1233	Salesmanship	3
DMT 1243	Simulated Business Training I	3
DMT 1313	Business Mathematics	
	or	
**	Mathematics (other)	3
DMT 2113	Marketing	3
DMT 2243	Retailing I	3
DMT 2253	Retailing II	3
		<hr/>
		32

Sophomore

Retail Management Specialty

DMT 2143	Advertising	3
DMT 2163	Personnel Management	3
DMT 2173	Sales Management	3
DMT 2211	Professional Development III	1
DMT 2221	Professional Development IV	1
DMT 2263	Simulated Business Training II	3
DMT 2513	Principles of Management	3
DMT 2523	Marketing & Management Cases	3
**	Electives	12
		<hr/>
		32

Fashion Merchandising Specialty

DMT 2123	Fashion Textiles	3
DMT 2143	Advertising	3

**Selected with the approval of the program adviser

The Programs of Study

DMT	2211	Professional Development III	1
DMT	2221	Professional Development IV	1
DMT	2233	Fashion Merchandising	3
DMT	2263	Simulated Business Training II	3
DMT	2273	Fashion Buying	3
DMT	2283	Fashion Color, Line and Design	3
**		Electives	12
			32

Real Estate Specialty

DMT	2513	Principles of Management	3
DMT	2713	Principles of Real Estate	3
DMT	2733	Real Estate Sales	3
DMT	2211	Professional Development III	1
DMT	2723	Real Estate Law	3
DMT	2743	Real Estate Appraisal	3
DMT	2753	Real Estate Finance	3
DMT	2263	Simulated Business Training II	
or			
DMT	2173	Sales Management	3
DMT	2523	Personnel Management	3
DMT	2221	Professional Development IV	1
DMT	2143	Advertising	3
**		Elective	3
			32

Students completing this program may choose from a broad selection of career opportunities in marketing and distribution. The program is designed to permit the student to take basic courses the freshman year and specialize in retail management, fashion merchandising, or real estate during the sophomore year. DMT Elective Courses are also provided to further enrich the student's DMT program.

DRAFTING AND DESIGN TECHNOLOGY

Freshman

First Semester

ENG	1113	English	3
*TRS	1613	Technical Mathematics I	3
**		Social Studies	3
TDR	1553	Fundamentals of Drafting	3
TRS	1213	Industrial Psychology	3
**		PE, Military Science or March Band	1
			16

*MAT 1313 and 1323 may be substituted for TRS 1613 and 1623.

**Selected with approval of program adviser

The Programs of Study

Second Semester

ENG 1123	English	3
*TRS 1623	Technical Mathematics II	3
TDR 2903	Topography	3
TDR 1563	Machine Drafting	3
TDR 2654	Structural Drafting	4
**	PE, Military Science or March Band	1
		<hr/>
		17

Sophomore

First Semester

TDR 2813	Building Construction Processes I	3
TDR 2973	Surveying Practice I	3
TDR 2806	Architectural Drafting and Design	6
TDR 2454	Electrical, Piping, and Sheet Metal Drafting	4
		<hr/>
		16

Second Semester

TDR 1573	Building Construction Estimating	3
TMT 2683	Strength of Materials	3
TRS 1643	Computational Methods	3
**	Electives	6
		<hr/>
		15

Electives

TDR 2823	Building Construction Processes II	3
TDR 2983	Surveying Practice II	3
TDR 2233	Descriptive Geometry	3
TDR 2516	Drafting Seminar	6
TRS 1313	Industrial Safety	3

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a foundation in the basics of drafting practice and industrial standards. Following completion of all course requirements the student will be awarded a certificate of completion in Drafting and Design Technology in addition to the Associate of Applied Science Degree.

Graduates of the Drafting and Design program are employed as draftspersons in the following areas: steel and nonferrous metal production; architecture; structural, mechanical, electrical, civil, and consulting engineering; civil service, state highway, and general drafting.

EDUCATION - ELEMENTARY

Freshman

ENG 1113, 1123	English Composition I & II	6
**	History	6

*MAT 1313 and 1323 may be substituted for TRS 1613 and 1623.

**Selected with approval of program adviser

The Programs of Study

**		Science	*6 or 8
GEO	1123	Principles of Geography	3
PSY	1513	General Psychology I	3
SPT	1113	Oral Communication	3
**		Fine Arts	3
HPR	1111, 1121	General PE Activities I & II	2
			<hr/>
			32 or 34

Sophomore

ENG	2323, 2333	English Literature I & II	6
**		Science	*6 or 8
EPY	2513	Child Psychology	3
HPR	1213	Personal and Community Health	3
MAT	1723	The Real Number System	3
MAT	1733	Informal Geometry & Algebra	3
**		Social Studies Elective	3
**		Electives	5
			<hr/>
			32 or 34

Recommended electives include Sociology, Political Science, History, Art, Music, Home Economics, Psychology.

GENERAL EDUCATION REQUIREMENTS FOR ELEMENTARY TEACHER'S CERTIFICATE MISSISSIPPI STATE DEPARTMENT OF EDUCATION

	Sem. Hours
English	12
Science	12
biological science	3 sem. hours
physical science (earth science, physics, chemistry, astronomy, geology, space science, etc.)	3 sem. hours
other science	6 sem. hours
Social Studies	12
American or World History	6 sem. hours
other social studies except religion	6 sem. hours
Mathematics	6
The structure of the real number system and its sub-systems	3 sem. hours
Basic Concepts of Algebra and Informal Geometry	3 sem. hours
Personal Hygiene	3
Speech	3
	<hr/>
	48

*Six or eight semester hours of Biological Science and six or eight hours of Physical Science. (May be three hours in one and nine in the other.)

**Selected with approval of program adviser

The Programs of Study

EDUCATION - SECONDARY

Freshman

ENG	1113, 1123	English Composition I & II	6
**		History	6
**		Science	*6 or 8
SPT	1113	Oral Communication	3
**		Fine Arts	3
**		PE, Military Sci or March Band	2
**		Electives	6
			<hr/> 32 or 34

Sophomore

ENG	2323, 2333	English Literature I & II	6
**		Science	*6 or 8
**		Mathematics	3
**		Social Studies	6
**		Electives from teaching field	11
			<hr/> 32 or 34

**GENERAL EDUCATION REQUIREMENTS
FOR SECONDARY TEACHER'S CERTIFICATE
MISSISSIPPI STATE DEPARTMENT OF EDUCATION**

	Sem. Hours
English	12
Fine Arts	3
(Any course in art or music will meet this requirement)	
Personal Hygiene	3
Science	12
biological science 6 sem. hours	
physical science 6 sem. hours	
Mathematics	3
Social Studies	12
United States and/or World History 6 sem. hours	
Other social studies to include one or more of the following subjects: Mississippi history, geography, political science, anthropology, sociology, economics, philosophy, religion, general psychology, social psychology, world history of American history; however, not more than 6 semester or 8 quarter hours in either World or American History may be counted in meeting the social studies requirements in the area of General Education 6 sem. hours	
Speech	3
	<hr/> 48

* Six or eight semester hours of Biological Science and six or eight hours of Physical Science. (May be three hours in one and nine in the other.)

* * Selected with approval of program adviser

ELECTRONIC DATA PROCESSING — PROGRAMMING**(Two-Year Program)****Freshman**

EDP 1013	Introduction to Data Processing	3
EDP 1815	RPG Programming I	5
ACC 1213, 1223	Principles of Account I & II	6
ENG 1113, 1123	English Composition I & II	6
**	Mathematics and/or Science	6
**	Elective	4
**	PE, Military Sci or March Band	2
		<hr/> 32

Sophomore

EDP 2815	COBOL Programming I	5
EDP 2123	Systems Analysis & Design I	3
EDP 2825	RPG Programming II	
or		
EDP 2835	COBOL Programming II	5
EDP 2163	Systems Analysis & Design II	3
DMT 2513	Principles of Management	3
**	Social Science	3
**	Economics	3
**	Electives	7
		<hr/> 32

ELECTRONIC DATA PROCESSING**COMPUTER OPERATIONS****(One-Year Program)**

EDP 1013	Introduction to Data Processing	3
EDP 1714	Computer Operations	4
**	Accounting	3
**	Social Science	3
**	Mathematics and/or Science	3
ENG 1113	English Composition I	3
EDP 1815	RPG Programming I	
or		
EDP 2815	COBOL Programming I	5
**	Electives	5
		<hr/> 29

** Selected with approval of program adviser

The Programs of Study

**ELECTRONIC DATA PROCESSING
KEYPUNCH OPERATION
(One-Semester Program)**

EDP	1013	Introduction to Data Processing and Programming	3
EDP	1614	Keypunch Operation	4
**		Electives	9
			<hr/> 16

ELECTRONICS TECHNOLOGY

Freshman

ENG	1113, 1123	English Composition I & II	6
**		Mathematics	6
TRS	1223	Industrial Psychology	3
TDR	1553	Fundamentals of Drafting	3
TEL	1356	Electricity for Electronics	6
TEL	1376	Basic Electron Devices and Circuits	6
**		PE, Military Sci, or March Band	2
			<hr/> 32

Sophomore

**		Technical Electronics	24
**		Social Studies	3
**		Physics	6
			<hr/> 33

ENGINEERING

Freshman

ENG	1113 or 1123	English Composition I or II	3
**		PE, Military Sci or March Band	2
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
MAT	1613, 1623	Calculus I & II	6
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
PSC	1113	American National Government	3
GRA	1142	Graphic Communications	2
GRA	1152	Visualization & Graphic Design	2
PHY	2313	Physics with Calculus — I	3
HIS	2213 or 2223	American History I or II	3

See Note

* Deficiency Courses. For those without sufficient background for Calculus I. MAT 1346 may be substituted for MAT 1313 and MAT 1323.

** Selected with approval of program adviser

The Programs of Study

Sophomore

ENG	2323 or 2333	English Literature I or II	3
PHY	2323, 2333	Physics with Calculus — II & III	6
MAT	2613, 2623	Calculus III & IV	6
MAT	2913	Differential Equations	3
***EGR	2413	Engineering Mechanics	3
EGR	2123	Computer Programming	3
ECO	2113	Principles of Economics I	3
**		Humanities or Social Studies	6
			33

NOTE: Schools of Engineering begin the freshman engineering student with analytic geometry and calculus, presuming that high school algebra and trigonometry have given the necessary background for those courses. MAT 1313 and 1323 are designed for the student who does not show sufficient proficiency in algebra and trigonometry to do the more advanced course (MAT 1613 - Calculus I). Credit earned in MAT 1313 and 1323 (Algebra and Trigonometry) cannot be applied toward a degree in Schools of Engineering; students who show sufficient proficiency in these courses will be excused from taking them. Students may take a test to determine whether they may bypass algebra and/or trigonometry; students should contact Counseling Services for test dates.

ENVIRONMENTAL SCIENCE

Freshman

ENG	1113, 1123	English Composition I & II	6
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
BIO	1314, 1324	Botany I & II	8
CHE	1213, 1223	General Chemistry	6
CHE	1211, 1221	General Chemistry Lab	2
CHE	1133, 1143	Environmental Awareness I & II	6
			34

Sophomore

BIO	2414, 2424	Zoology I & II	8
PHY	2414, 2424	General Physics I & II	8
CHE	1533	Environmental Chemistry I	3
CHE	1543	Environmental Chemistry II	3
**		Electives	7
**		PE, Military Sci or March Band	2
			31

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

***The student may elect EGR 2413 or others required in the specified area of engineering at the senior college to which the student will transfer.

The Programs of Study

FIRE PROTECTION AND SAFETY TECHNOLOGY

Freshman

ENG 1113, 1123	English Composition I & II	6
**	Mathematics	3
**	Social Science	3
TFS 1813	Introduction to Fire Technology	3
TFS 1833	Fire Fighting Tactics & Strategy I	3
TFS 1853	Fire Protection Organization & Administration	3
*TFS	Electives	12
		<u>33</u>

Sophomore

**	Physics	3
**	Chemistry	3
TFS 2813	Basic Electricity for Firemen	3
TFS 2823	Hydraulics	3
TFS 2843	Inspection Principles & Practices	3
TFS 2853	Water Distribution	3
TFS 2873	Industrial Hazards & Fire Prevention	3
*	Restricted Electives	10
		<u>31</u>

The Fire Protection and Safety Technology Program is designed to prepare students to enter jobs in fire protection or related fields, such as fire insurance, safety engineering, and fire equipment sales. Instruction covers both theory and practical application in the field of fire protection and includes lectures, laboratory work, field trips, and seminars conducted by in-service personnel.

FORESTRY

Freshman

AGR 1522	Introduction to Forestry	2
BIO 1314	Botany I	4
BIO 2414	Zoology I	4
***CHE 1313, 1323	Principles of Chemistry	6
***CHE 1311, 1321	Principles of Chemistry Lab	2
ENG 1113, 1123		
or 1213, 1223	English Composition I & II	6
***MAT 1613	Calculus I	3
**	Humanities or Soc. Sci. Electives	6
		<u>32 or 33</u>

* Electives must be Fire Safety courses or have the written approval of the department chairperson.

** Selected with approval of program adviser

*** Students planning to enter the Forestry-Wildlife Option should schedule CHE 2413, 2411 Introductory Organic Chemistry. Other students should select electives with approval of program adviser.

Students not qualified to begin their college work with Calculus may use free elective hours to take Algebra and Trigonometry. MAT 1833 Calculus II may be substituted for CHE 1323, 1321.

The Programs of Study

Sophomore

AGR 2314	Soils	4
AGR 2713	Principles of Agriculture Economics	3
BIO 2313	Dendrology	3
PHY 2414	General Physics I	4
SPT 1113	Oral Communication	3
TDR 2973	Surveying	3
**	Humanities or Soc. Sci. Elective	3
**	Free Electives	9
		32

Hinds Junior College can offer two years of course work in Forestry, Wood Science and Technology, and Wildlife and Fishery Management. The curriculum listed above is the one that students majoring in General Forestry should follow. Those students majoring in Wood Science and Technology or Wildlife and Fishery Management should consult with their adviser and the senior college catalog for specific course requirements in these options.

GEOLOGY

Freshman

ENG 1113, 1123	English Composition I & II	6
MAT 1613, 1623	Calculus I & II	6
CHE 1213, 1223	General Chemistry	6
CHE 1211, 1221	General Chemistry Lab	2
PHY 2313	Physics with Calculus - I	3
**	Electives	9
**	PE, Military Sci or March Band	2
		34

Sophomore

GLY 1113, 1123	Geology	6
GLY 1111, 1121	Geology Lab	2
PHY 2323, 2333	Physics with Calculus - II & III	6
**	Electives	17
		31

The choice of electives depends upon the school to which the student transfers and the geology program chosen. Recommended electives include Mathematics, Art, Sociology.

HOME ECONOMICS

Freshman

ENG 1113, 1123	English Composition I & II	6
**	PE, Military Sci or March Band	2
SPT 1113	Oral Communication	3

**Selected with approval of program adviser

The Programs of Study

HPR	1213	Personal & Community Health	3
HIS	1113, 1123	Western Civilization I & II	6
HEC	1313	Elementary Clothing	3
HEC	1213	Food Selection & Preparation	3
CHE	1211, 1221	General Chemistry Laboratory I & II	
	1213, 1223	General Chemistry I & II	
		or	
CHE	1311, 1321	Principles of Chemistry Lab I & II	
	1313, 1323	Principles of Chemistry I & II	8

34

Sophomore

ENG	2323, 2333	English Literature I & II	6
PSY	1513	General Psychology I	3
**		Biology OR Chemistry OR PHY I & II	8
**		Government and/or Economics	6
HEC	2313	Clothing Construction	3
HEC	2213	Meal Management	3
**		Elective	3

32

HOTEL, MOTEL, RESTAURANT MANAGEMENT TECHNOLOGY

Freshman

HMR	1612	Orientation for the Hospitality Industry	2
HMR	1713	Hotel-Motel Front Office Procedure	3
HMR	1814	Basic Food Preparation	4
ENG	1113, 1123	English Composition I & II	6
HMR	2844	Safety, Sanitation and Housekeeping	4
TRS	1213	Industrial Psychology	3
HMR	1824	Quantity Foods	4
HMR	1843	Hospitality Business Mathematics	3
HMR	2143	Principles of Management for the Hospitality Industry	3

32

Sophomore

BAD	2413	Business Law I	3
HMR	2113	Profitable Food and Beverage Management I	3
ECO	1133	Consumer Economics	3
HMR	1833	Hotel-Motel Restaurant Accounting	3
HMR	2123	Profitable Food and Beverage Management II	3
SPT	1113	Oral Communication	3
HMR	2414	Sales, Marketing, and Promotion	4
HMR	2152	Hotel-Motel and Restaurant Job Training	15

37

* * Selected with approval of program adviser

INDUSTRIAL EDUCATION *

Freshman

ENG	1113, 1123	English Composition I & II	6
GRA	1142	Graphic Communications	2
GRA	1152	Visualization & Graphic Design	2
PHY	2213	Physical Science Survey I	3
**		Mathematics	3
HIS	1113, 1123	Western Civilization I & II	6
PSC	1113	American National Government	3
HPR	1213	Personal & Community Health	3
**		PE, Military Sci or March Band	2
**		Elective	3
			<hr/> 33

Sophomore

ENG	2323, 2333	English Literature I & II	6
BIO	1314, 1324	Botany I & II	8
SPT	1113	Oral Communication	3
PSY	1513	General Psychology I	3
ART	1113	Understanding the Visual Arts	
or			
MUS	1113	Music Appreciation	3
**		Electives	9
			<hr/> 32

Recommended electives include Psychology, Mathematics, Business Law, Sociology, Drafting, and Technical Courses.

Industrial Education prepares students to be teachers or coordinators in the field of Industrial Arts, Trade and Industrial Education, or Diversified Occupations. The first two years of training in any of the above mentioned professions are the same. Those who do not elect to teach will find themselves well prepared for industrial employment which should lead to supervisory and administrative positions in the training and production areas of industry.

INDUSTRIAL TECHNOLOGY

Freshman

ENG	1113, 1123	English Composition I & II	6
GRA	1142	Graphic Communications	2
GRA	1152	Visualization & Graphic Design	2
HIS	1113, 1123	Western Civilization I & II	6
*MAT	1313	College Algebra	3

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

The Programs of Study

*MAT	1323	Trigonometry	3
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
**		PE, Military Sci or March Band	2
**		Elective	3
			<hr/>
			35

Sophomore

PSY	1513	General Psychology I	3
ECO	2113	Principles of Economics I	3
SPT	1113	Oral Communications	3
MAT	1613	Calculus I	3
PSC	1113	American National Government	3
PHY	2414, 2424	General Physics I & II	8
**		Electives	9
			<hr/>
			32

Recommended electives include psychology, mathematics, business law, sociology, drafting, and technical courses.

This curriculum is proposed for students who are interested in being prepared to accept industrial employment which will lead to supervisory, administrative and other types of leadership positions in the production areas of manufacturing. Successful completion of this curriculum should result in the students' having an excellent background in mathematics, science, and human relations, together with a degree of skill in the use of machines and tools and a knowledge of industrial processes and materials. Such individuals should rapidly become capable of coping with the technical aspects of supervision and administration, and of dealing successfully with personnel.

INSTITUTIONAL MANAGEMENT — DIETETICS

Freshman

ENG	1113, 1123	English Composition I & II	6
**		Mathematics	3
SOC	2113	Introduction to Sociology	3
BIO	1514	Anatomy & Physiology I	4
SPT	1113	Oral Communications	3
HEC	1213	Food Selection & Preparation	3
HEC	1253	Nutrition	3
**		PE, Military Sci or March Band	2
**		Electives	6
			<hr/>
			33

Sophomore

ENG	2323, 2333	English Literature I & II	6
HIS	1113, 1123	Western Civilization I & II	6

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

The Programs of Study

CHE	1211, 1221	General Chemistry Lab I & II	
	1213, 1223	General Chemistry I & II	8
		or	
CHE	1311, 1321	Principles of Chemistry Lab I & II	
	1313, 1323	Principles of Chemistry I & II	8
HEC	2513	Diet in Disease	3
HEC	2223	Quantity Food Preparation	3
PSY	1513	General Psychology	3
**		Elective	3
			32

INTERPRETER TRAINING FOR THE DEAF

ADMISSION REQUIREMENTS

Students seeking admission to the ITD program must first meet all requirements of Hinds Junior College. In addition to this, the student must already possess sign language skills. Each program candidate must receive prior approval from the Advisory Committee before beginning the course of study.

Freshman

First Semester

ENG	1113	English Composition I	3
**		Mathematics or Science	3
PSY	1513	General Psychology I	3
ITD	1113	Introduction to Interpreting	3
ITD	1123	Psycho-Social Aspects of Deafness	3
			15

Second Semester

ENG	1123	English Composition II	3
**		Mathematics or Science	3
ITD	1133	Overview of Manual Communication	3
ITD	1143	Expressive Interpreting I	3
ITD	1153	Reverse Interpreting I	3
			15

Sophomore

First Semester

**		Political Science or Elective	3
ITD	2113	Sign Systems	3
ITD	2223	Expressive Interpreting II	3
ITD	2233	Reverse Interpreting II	3
ITD	2312	Audiology & Etiology of Deafness	2
ITD	2211	Community Resources for Interpreters	1
			15

**Selected with approval of program adviser

The Programs of Study

Second Semester

SPT	1113	Oral Communications (Principles of Speech)	3
ITD	2323	Artistic Interpreting	3
ITD	2413	Seminar on Professional Interpreting	3
ITD	2426	Interpreting Practicum	6
**		Electives	6
			<hr/> 21

JOURNALISM

Freshman

ENG	1113, 1123	English Composition I & II	6
JOU	1213	Practical Journalism	3
JOU	1313	Principles of Journalism I	3
**		PE, Military Sci or March Band	2
HIS	1113, 1123	Western Civilization I & II	6
**		Mathematics or Science	6
**		Electives	6
			<hr/> 32

Sophomore

ENG	2323, 2333	English Literature I & II	6
JOU	1323	Principles of Journalism II	3
HIS	2213, 2223	American History I & II	6
ECO	2113	Principles of Economics I	3
PSC	1113	American National Government	3
**		Electives	11
			<hr/> 32

Recommended electives include courses in language, psychology, philosophy, typing, sociology.

PRE-LAW

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
HIS	1113, 1123	Western Civilization I & II	6
PSC	1113	American National Government	3
PSC	1123	American State & Local Government	3
SPT	1113	Oral Communication	3
SOC	2113	Introduction to Sociology	
or			
PSY	1513	General Psychology I	3
**		Mathematics or Science	6
			<hr/> 32

** Selected with approval of program adviser

The Programs of Study

Sophomore

ENG	2323, 2333	English Literature I & II	6
HIS	2213, 2223	American History I & II	6
ECO	2113	Principles of Economics I	3
ACC	1213, 1223	Principles of Accounting I & II	6
**		Electives	11
			32

Foreign language is recommended.

MECHANICAL TECHNOLOGY

Freshman

ENG	1113, 1123	English Composition I & II	6
TRS	1613, 1623	Technical Mathematics I & II	6
**		PE, Military Sci or March Band	2
TMT	1614, 1634	Manufacturing Processes I & II	8
TDR	1553	Fundamentals of Drafting	3
TDR	1563	Machine Drafting	3
TRS	1813	Tech. Applied Physics	3
**		Elective	3
			34

Sophomore

TRS	1413	Basic Electricity	3
**		Social Studies	3
**		TMT Electives	22
**		Elective	3
			31

The Mechanical Technology curriculum is designed to develop technicians with the following: an ability to use physics and math as tools to the development of ideas that make use of scientific and technological principles, communications skills that include the ability to interpret, analyze, and transmit ideas graphically, orally and in writing, an understanding of the properties of materials commonly used in industry, an understanding of the principles of operation, function, and application of the tools of industry with a degree of skill in the operation of each, an ability to interpret drawing requirements for manufacturing including the ability to write specifications for all operations from raw materials to the finished product, a knowledge of business and industrial relations principles and their applications. Classroom theory is correlated with laboratory work in which the student becomes familiar with machines and practices of industry. During the sophomore year the student may select one of the Mechanical Technology fields of engineering, maintenance, production or quality control for specialization.

**Selected with approval of program adviser

The Programs of Study

The following are typical fields of employment:

ENGINEERING	PRODUCTION
Engineer's Aid	Production Manager
Test Technician	Production Manager
Time & Motion Specialist	Production Estimator
Industrial Sales Specialist	Job Planner
Purchasing Technician	Machinist Installation Technician
Technical Writer	Set-up Technician
QUALITY CONTROL	MAINTENANCE
Quality Control Technician	Maintenance Technician
Quality Control Inspector	Maintenance Supply Technician
Metallurgical Technician	Maintenance Inspector
Destructive Test Technician	Preventive Maintenance Technician
Non-destructive Test Technician	Safety Director

MEDICAL LABORATORY TECHNICIAN

Summer			
BIO	1514, 1524	Anatomy & Physiology I & II	8
or			
BIO	2414, 2424	Zoology I & II	8
Freshman			
First Semester			
BIO	1852	Introduction to Clinical Lab	2
CHE	1211, 1213	General Chemistry	4
or			
CHE	1311, 1313	Principles of Chemistry I	4
BIO	2973	Parasitology	3
BIO	2924	General Microbiology	4
MAT	1313	College Algebra	3
			16
Second Semester			
CHE	1221, 1223	General Chemistry	4
or			
CHE	1411, 1413	Allied Health	4
CHE	1123	Laboratory Mathematics	3
BIO	2965	Pathogenic Microbiology	5
BIO	2653	Immunology and Serology	3
PSY	1513	General Psychology I	3
			18
Summer			
ENG	1113, 1123	English Composition I & II	6
HIS	2213	American History	3
			9

The Programs of Study

Sophomore

First Semester

BIO	2614	Immunohematology	4
BIO	2991	Hemostasis	1
BIO	2992	Hematology Laboratory	2
BIO	2993	Hematology	3
BIO	1552	Nephrology Laboratory	2
CHE	2612	Clinical Chemistry Lab	2
CHE	2613	Clinical Chemistry	3
CHE	2213	Clinical Instrumentation	3
			20

Second Semester

MLS	2116, 2126, 2136	Clinical Experience	18
			18

The Medical Laboratory Technician Program is designed to prepare students to work in the clinical laboratories of hospitals, doctor's offices, clinics, and other health related facilities. Graduates who are interested can enter the sales field for laboratory supplies and instruments and/or repairing and servicing of laboratory instruments.

A grade of **C** must be maintained in each of the subjects of mathematics and science. Students who have grades below the required **C** must repeat. Subjects may be repeated in two areas only and one time only. This will also apply to rotation in the assigned hospitals.

The credit for clinical experience is based upon both satisfactory completion of study sessions and of each department of the clinical training. Final study sessions will follow the completion of clinical experience.

Graduation from the Medical Laboratory Technician program qualifies students to take a national examination under the auspices of the American Society of Clinical Pathologists for certification as a Medical Laboratory Technician and/or the national certification agency for Certified Laboratory Technician.

MEDICAL RECORD TECHNOLOGY

Freshman

First Semester

ENG	1113	English Composition I	3
BIO	1514	Anatomy & Physiology I	4
MRS	1113	Medical Record Science I	3
MRS	1123	Medical Terminology	3
SSC	1133	Intermediate Typing	3
			16

Second Semester

ENG	1123	English Composition II	3
BIO	1524	Anatomy & Physiology II	4
MRS	1133	Medical Record Science II	3

The Programs of Study

MRS 1143	Advanced Medical Terminology	3
PSY 1513	General Psychology I	3
SSC 1121	Machine Transcription	1
		<hr/> 17

Sophomore

First Semester

MRS 2113	Medical Record Science III	3
MRS 2147	Directed Practice I	7
SOC 2113	Introduction to Sociology	3
CHE 2623	Introduction to Clinical Pharmacology	3
		<hr/> 16

Second Semester

MRS 2133	Medical Record Science IV	3
MRS 2157	Directed Practice II	7
MRS 1153	Basic Pathology	3
**	Elective	3
		<hr/> 16

The Medical Record Technician Program is an Associate Degree, Technical Program designed to prepare students to work in the Medical Records Department of hospitals and other health related facilities and to meet the standards for an Accredited Record Technician according to the American Medical Record Association. Directed practice experience is scheduled at selected institutions and settings to provide the student with varied experience. The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the American Medical Record Association.

Following satisfactory completion of all course requirements, a student will be eligible to write the accreditation examination of the American Medical Record Association for qualification as an Accredited Record Technician.

In addition to the regular college admission policies, a student must meet the following admission criteria for the Medical Record Technology Program: 1 unit of high school biology; ½ unit typewriting; and a minimum composite score of 15 on the ACT.

All students in Medical Records must maintain at least a **C** in all required courses to remain in the program.

Students desiring to apply for this program must have all necessary material in the Office of Admissions and Records by July 15.

PRE-MEDICAL TECHNOLOGY (Transfer Program)

Freshman

ENG 1113, 1123	English Composition I & II	6
**	PE, Military Sci or March Band	2

**Selected with approval of program adviser

The Programs of Study

CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
BIO	2414, 2424	Zoology I & II	8
**		Social Studies	
		or	
		Foreign Language	6
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
			<hr/>
			36
Sophomore			
ENG	2323, 2333	English Literature I & II	6
**CHE	2421, 2431	Organic Chemistry Lab I & II	2
		or	
**CHE	2422, 2432	Organic Chemistry Lab I & II	4
CHE	2423, 2433	Organic Chemistry	6
**		Psychology	
		or	
		Foreign Language	6
BIO	2924	General Microbiology	4
**		Electives	6
			<hr/>
			30 or 32

Choice of courses depends on the school to which a student transfers.

MUSIC

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
MUS	1214, 1224	Theory I & II	8
MUS	1123	Music Literature Survey	3
**		Applied Music	4 or 6
**		Choir or Band	2
HIS	1113, 1123	Western Civilization I & II	6
**		Elective	3
			<hr/>
			34 or 36

Sophomore

ENG	2323, 2333	English Literature I & II	6
MUS	2214, 2224	Theory III & IV	8
**		Applied Music	4 or 6
MUS	2313, 2323	Music History I & II	6
**		Band or Choir	2
**		Electives	7
			<hr/>
			33 or 35

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

The Programs of Study

For voice, organ, and band majors, piano is required for two years. For piano and organ majors, accompanying and participating in band or choir is required for two years. For voice majors, choir is required for two years. For band majors, band is required for two years. Music 1132 may be applied toward theory requirements for Hinds Junior College graduation.

PRE-MEDICINE

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
BIO	2414, 2424	Zoology I & II	8
**		Elective	3
			<hr/>
			33

Sophomore

CHE	2422, 2432	Organic Chemistry Lab I & II	4
CHE	2423, 2433	Organic Chemistry I & II	6
ENG	2323, 2333	English Literature I & II	6
PHY	2414, 2424	General Physics I & II	8
**		Electives	9
			<hr/>
			33

NURSING SCIENCE

Summer

BIO	1514, 1524	Anatomy & Physiology I & II	8
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Fall

NUR	1118	Nursing Science I (Prerequisite: BIO 1514, 1524)	8
PSY	1513	General Psychology I	3
ENG	1113	English Composition I	3
			<hr/>
			14

Spring

NUR	1128	Nursing Science II (Prerequisite: NUR 1118)	8
PSY	1523	General Psychology II	3
ENG	1123	English Composition II	3
SPT	1113	Oral Communication	3
			<hr/>
			17

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

The Programs of Study

Fall			
NUR	2112	Nursing Science III (Prerequisite: NUR 1128)	12
BIO	2924	Microbiology	4
			16
Spring			
NUR	2122	Nursing Science IV (Prerequisite: NUR 2112)	12
SOC	2113	Introduction to Sociology	3
			15

Selection to the Department of Associate Degree Nursing is made the first week of April for any given year. Qualified applicants will be given priority for selection for a given year based on available space and on the earliest validated completed file according to required criteria as stated below. Qualified applicants not selected for a given year will be given priority for the next year provided a letter stating the intent of the applicant to enter the nursing program is received by the Office of Admissions and Records by March 15.

REGULAR PROGRAM

1. Make application and be accepted to Hinds Junior College.
2. Make application to the Hinds Junior College Department of Nursing (Associate Degree Program).
3. File official transcripts and test scores in the Office of Admissions and Records. (Final transcripts for work in progress in other educational institutions must be sent immediately after completion of each course.)
4. Regular applicants are selected using the following criteria:
 - A. ACT composite score of 15 or above. An applicant with an ACT composite below 15 will be considered if the applicant has at least twelve (12) hours of college work with at least a **C** average, eight (8) hours of which are Anatomy and Physiology I and II with a minimum grade of **C** in each.
 - B. An overall high school average of **C**. For applicants who are currently in high school, an interim transcript stating first semester grades for the senior year in high school is required initially. A final transcript is required following graduation. In lieu of a high school diploma, an applicant may file satisfactory scores on the G.E.D.
 - C. A GPA of 2.0/4.0 or better on any college course work required by the Hinds Junior College Associate Degree Program which has been taken prior to selection to the program.
 - D. Pre-Nursing Guidance Test AD composite score of 30 or above. Individual consideration may be given to applicants with a score of less than 30 who have previous educational experiences in courses related to the nursing program.
 - E. A score of 78% or better on a basic math test administered by the Hinds Junior College Department of Nursing. (This test may be re-taken, but a passing score must be recorded prior to the selection date.)

The Programs of Study

5. All applicants must attend an information gathering session (dates to be announced).

ADVANCED PLACEMENT

Applicants for Advanced Placement (LPN's or other students who have completed previous nursing work) will be selected by meeting the following criteria:

- A. Meet all of the requirements listed under regular program.
- B. Score 78% or better on a challenge exam on Nursing 1118. (A fee of \$10.00 will be charged to help defray cost of printing and grading the test.)
- C. In addition to Anatomy and Physiology I and II, applicants must have completed General Psychology I plus three hours in non-nursing courses.

PRE-REQUISITES TO THE FIRST CLINICAL COURSE

1. Must have completed Anatomy and Physiology I and II with a grade of **C** or above on each before entering nursing.
2. If applicant has completed Anatomy and Physiology I and II and Microbiology, each must have been completed within the last five (5) years.
3. Physical examination within six months prior to a clinical course with required immunizations current.

TRANSFER CREDIT

- A. Nursing Courses - A maximum of 20 semester hours of transfer credit in nursing courses is allowed.

Nursing 1118 . . . 8 hours credit

PLUS any one of the following:

Nursing 1128 . . . 8 hours credit

Nursing 2112 . . . 12 hours credit

Nursing 2122 . . . 12 hours credit

1. A minimum grade of **C** is required for a nursing course to be transferable.
 2. Validation of previously completed content will determine student placement in the program.
 3. Satisfactory demonstration of selected skills will be required.
- B. Non-Nursing Courses - Transfer credit will be accepted for all non-nursing courses as follows:
 1. A minimum grade of **C** in physical and biological sciences.
 2. Overall quality point average of at least 2.0.

PRE-PHARMACY

Freshman

BIO	1314 or 1324	Botany I or II	4
BIO	2414	Zoology I	4

The Programs of Study

CHE	1213, 1223	General Chemistry I & II	6
CHE	1211, 1221	General Chemistry Lab	2
ENG	1113, 1123	English Composition I & II	6
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
**		Electives	6
			34

Sophomore

ECO	2113	Principles of Economics	3
CHE	2423, 2433	Organic Chemistry I & II	6
CHE	2422, 2432	Organic Chemistry Lab	4
PHY	2414, 2424	General Physics I & II	8
**		Electives	12
			33

The choice of electives depends upon the school to which a student transfers.

PHYSICAL EDUCATION

Freshman

ENG	1113, 1123	English Composition I & II	6
HPR	1111, 1121	General P.E. Activities I & II	2
HPR	1213	Personal & Community Health	3
HIS	1113, 1123	Western Civilization I & II	
or			
HIS	2213, 2223	American (US) History I & II	6
**		Science, Biological	3
**		Science, Physical	3
**		Fine Arts (music, art, dance, drama, theatre)	3
PSY	1513	General Psychology I	3
**		Elective	3
			32

Sophomore

ENG	2323, 2333	English Literature I & II	
or			
ENG	2223, 2233	American Literature I & II	6
HPR	2111, 2121	General P.E. Activities III & IV	2
**		Mathematics	3
EPY	2543	Educational Psychology	3
HEC	2813	Marriage & Family Living	3
**		Math/Science Elective	3
SPT	1113	Oral Communication	3

*MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

The Programs of Study

EPY	2513	Child Psychology	
		or	
EPY	2523	Adolescent Psychology	3
**		Electives	6
			<hr/> 32

PHYSICAL SCIENCE

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
MAT	1613, 1623	Calculus I & II	6
**		General Electives	6
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
PHY	2313	Physics with Calculus - I	3
			<hr/> 37

Sophomore

ENG	2323, 2333	English Literature I & II	6
**		General Electives	6
CHE	2421, 2431	Organic Chemistry	8
	2423, 2433		
		or	
CHE	2422, 2432	Organic Chemistry	10
	2423, 2433		
		or	
**		Mathematics/Science Electives	6
PHY	2323, 2333	Physics with Calculus - II & III	6
MAT	2613, 2623	Calculus III & IV	6
			<hr/> 30, 32, 34

POLICE SCIENCE

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
PSC	1113	American National Government	3
PSC	1123	American State & Local Government	3
SOC	2113	Introduction to Sociology	3
SOC	2133	Social Problems	3
LEN	1313	Survey of Law Enforcement	3

*MAT 1313, 1323 are regarded as deficiency courses in some colleges. MAT 1346 may be substituted for MAT 1313 and MAT 1323.

**Selected with approval of program adviser

The Programs of Study

LEN	1323	Police Administration & Organization	3
LEN	2313	Police Operations	3
LEN	1383	Criminology	3
			32

Sophomore

PSY	1513, 1523	General Psychology I & II	6
SPT	1113	Oral Communication	3
**		Mathematics	3
LEN	2393	Criminalistics	3
LEN	2333	Criminal Investigation	3
LEN	2323	Criminal Law	3
LEN	2413	Law of Evidence	3
**		Electives	8
			32

The Police Science Program provides educational experience from which a student can derive the knowledge and skills necessary to effectively fill a position in municipal, state, or federal law enforcement agencies.

POSTAL MANAGEMENT TECHNOLOGY

Freshman

ENG	1113, 1123	English Composition I & II	6
EDP	1014	Introduction to Data Processing	4
PMT	1113	History and Organizational Postal Service . .	3
**		Mathematics	3
ECO	2113	Principles of Economics I	3
ACC	1213	Principles of Accounting I	3
PSY	1513	General Psychology I	3
PMT	1123	Employee and Labor Relations	3
PMT	1133	Support Service	3
			31

Sophomore

ACC	1223	Principles of Accounting II	3
SPT	1113	Oral Communication	3
DMT	2163	Personnel Management	3
PMT	2113	Mail Processing I & II	3
PMT	2123	Customer Services	3
PMT	2133	Postal Problems Analysis	3
SOC	2113	Introduction to Sociology	3
ECO	2123	Principles of Economics II	3
**		Electives	9
			33

**Selected with approval of program adviser

The Programs of Study

PUBLIC ADMINISTRATION

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
HIS	1113, 1123	Western Civilization I & II	
		or	
HIS	2213, 2223	American History I & II	6
PSC	1113	American National Government	3
**		Science Elective	6
Mat	1313	College Algebra	3
SPT	1113	Oral Communication	3
**		Elective	3
			<hr/>
			32

Sophomore

ACC	1213, 1223	Principles of Accounting I & II	6
ECO	2113, 2123	Principles of Economics I & II	6
ENG	2323, 2333	English Literature I & II	6
		or	
MFL	1215, 1225	Elementary Spanish I & II	10
PSC	1123	American State & Local Government	3
PSY	1513	General Psychology I	3
SOC	2113	Introduction to Sociology	3
MAT	1433	Basic Concepts of Mathematics II	3
**		Elective	2
			<hr/>
			32

The Public Administration Program provides an educational experience from which a student can derive the knowledge and skills necessary to effectively fill a position in a municipal, state, or federal agency.

RESPIRATORY THERAPY

ADMISSION REQUIREMENTS

Hinds Junior College, in cooperation with Mississippi Baptist Medical Center, offers the Associate of Applied Science degree in Respiratory Therapy. Students must first be admitted to Hinds Junior College and complete Anatomy and Physiology before being considered for selection to the Respiratory Therapy Program. In addition the student must achieve a minimum composite score of 15 or above on the ACT test, a test select score for a respiratory therapist on the General Aptitude Test Battery, and arrange for a personal interview with a member of the department. Students who wish to major in Respiratory Therapy will be selected after the above requirements are met and have the approval of the Selection Committee.

Courses offered during the first year will be taken on the Hinds Junior College campus in Raymond. Courses taken beginning with the summer, after the first two semesters of the freshman year, will be taken at Mississippi Baptist Medical Center.

** Selected with approval of program adviser

The Programs of Study

A minimum grade of **C** on each respiratory therapy course is required for successful completion of the program.

Graduates are eligible for the registry examination offered by the National Board for Respiratory Therapy. The program is accredited by the Council on Medical Education of the American Medical Association.

Summer		
BIO	1514, 1524	Anatomy and Physiology 8
Fall		
ENG	1113	English Composition I 3
CHE	1313	Principles of Chemistry 3
CHE	1311	Principles of Chemistry Lab 1
BIO	2924	Microbiology 4
PSY	1513	General Psychology 3
RTT	1111	Respiratory Therapy Orientation 1
		15
Spring		
ENG	1123	English Composition II 3
CHE	1413	Introductory Organic & Biochemistry 3
CHE	1411	Introductory Organic & Biochemistry Lab 1
CHE	2623	Intro. to Clinical Pharmacology 3
MAT	1233	Intermediate Algebra 3
		or
MAT	1313	College Algebra 3
RTT	1123	Respiratory Therapy Theory I 3
		16
Summer		
RTT	1133	Respiratory Therapy Theory II 3
RTT	2312	Conference and Clinical Experience I 2
		5
Fall		
RTT	2163	Therapeutic Gas Administration I 3
RTT	2322	Conference and Clinical Experience II 2
		5
Fall		
RTT	2175	Therapeutic Gas Administration II 5
RTT	2223	Airway Management 3
RTT	2116	Advance Physiology I 6
RTT	2334	Conference and Clinical Experience III 4
		18
Spring		
RTT	2235	Artificial Ventilation 5

The Programs of Study

RTT	2253	Pulmonary Function Testing	3
RTT	2126	Advance Physiology II	6
RTT	2412	Department and Personnel Management . . .	2
RTT	2343	Conference and Clinical Experience IV	3
			<hr/>
			19
Summer			
RTT	2354	Conference and Clinical Experience V	4
RTT	2363	Conference and Clinical Experience VI	3
			<hr/>
			7

SECRETARIAL SCIENCE PROGRAM

**Secretarial, Administrative Assistant,
Legal Secretarial, Medical Secretarial
(Two-Year Program)**

Freshman

(Required Courses for all Options)

ENG	1113, 1123	English Composition I & II	6
MAT	1233 or		
DMT	1313	Mathematics	3
PSY	1513 or		
TRS	1223	Psychology	3
SSC	1123	Intermediate Typewriting (Typewriting II) . . .	3
SSC	1223	Intermediate Shorthand (Shorthand II)	3
SSC	1313	Records Management	3
SSC	1173	Business Communications	3
*		Electives (a student must schedule spelling if indicated by guidance testing)	8
			<hr/>
			32

Sophomore

Secretarial Option

SSC	2113	Advanced Typewriting (Typewriting III)	3
SSC	2213	Advanced Shorthand (Shorthand III)	3
SSC	2223	Dictation and Transcription (Shorthand IV) . .	3
SSC	2513	Reprographics	3
SSC	2523	Office Machines	3
SSC	2413	Secretarial Practice	3
**		Accounting	3

* A minimum of nine hours electives in the two-year program must be selected from SSC offerings.

** Selected with approval of program adviser

The Programs of Study

SSC	1121	Machine Transcription	1
**		Approved Electives	10
			32

Administrative Assistant Option

SSC	2113	Advanced Typewriting (Typewriting III)	3
SSC	2123	Production Typewriting (Typewriting IV)	3
SSC	2213	Advanced Shorthand (Shorthand III)	3
SSC	2223	Dictation and Transcription (Shorthand IV)	3
SSC	2533	Word Processing I	3
SSC	2713	Office Management	3
SSC	2413	Secretarial Practice	3
**		Accounting	3
**		Accounting	3
SSC	1121 or 1141 or 1151	Machine Transcription	1
**		Approved Electives	7
			32

Legal Secretarial Option

SSC	2113	Advanced Typewriting (Typewriting III)	3
SSC	2123	Production Typewriting (Typewriting IV)	3
SSC	2223	Dictation and Transcription (Shorthand IV)	3
SSC	2213	Advanced Shorthand (Shorthand III)	3
SSC	2533	Word Processing I	3
SSC	2413	Secretarial Practice	3
SSC	2713	Office Management	3
SSC	1151	Legal Machine Transcription	1
SSC	2431	Legal Terminology	1
SSC	2423	Legal Secretarial Practice	3
**		Approved Electives	6
			32

Medical Secretarial Option

SSC	2113	Advanced Typewriting (Typewriting III)	3
SSC	2213	Advanced Shorthand (Shorthand III)	3
SSC	2223	Dictation and Transcription (Shorthand IV)	3
SSC	2713	Office Management	3
SSC	1613	Personal Development	3
**		Accounting	3
MRS	1123, 1143	Medical Terminology I & II	6
SSC	1141	Medical Machine Transcription	1
MRS	1113	Medical Record Science I	3
SSC	2443	Medical Office Practice	3
*		Approved elective	1
			32

* A minimum of nine hours electives must be selected from SSC, BAD, MRS, DMT, or EDP offerings.

** Selected with approval of program adviser

INTENSIVE CLERICAL TRAINING

(One-Year Program)

First Semester

ENG 1113	English Composition I	3
SSC 1313	Records Management	3
**	Typewriting	3
**	Mathematics	3
**	SSC Elective (a student must schedule spelling if indicated by guidance testing) . .	3
**	Elective	1
		<hr/> 16

Second Semester

ENG 1123	English Composition II	3
SSC 2523	Office Machines	3
SSC 2513	Reprographics	3
SSC 2413	Secretarial Practice	3
**	Typewriting	3
**	Machine Transcription	1
		<hr/> 16

INTENSIVE SECRETARIAL TRAINING

(One-Year Program)

First Semester

ENG 1113	English Composition I	3
SSC 1313	Records Management	3
SSC 2523	Office Machines	3
**	Typewriting	3
**	Shorthand	3
**	Approved elective (a student must schedule spelling if indicated by guidance testing) . .	1
		<hr/> 16

Second Semester

ENG 1123	English Composition II	3
SSC 2413	Secretarial Practice	3
SSC 2513	Reprographics	3
**	Machine Transcription	1
**	Typewriting	3
**	Shorthand	3
		<hr/> 16

** Selected with approval of program adviser

OFFICE MANAGEMENT

Freshman

ENG	1113, 1123	English Composition I & II	6
**		Typewriting	6
**		Psychology	3
**		Mathematics	3
SSC	1313	Records Management	3
SSC	2513	Reprographics	3
BAD	2413	Business Law	3
**		Data Processing	3
*		Elective	2
			<hr/> 32

Sophomore

SSC	2533	Word Processing	3
**		Accounting	6
**		Economics	3
SSC	1123	Business Communications	3
SSC	2713	Office Management	3
SSC	2523	Office Machines	3
*		Electives	11
			<hr/> 32

SPEECH**Public Address or Speech Communication**

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
**		History	6
**		Science	6
SPT	1113	Oral Communication (First Semester)	3
SPT	1153	Voice & Diction (Second Semester)	3
**		Fine Arts or Acting I	3
PSY	1513	General Psychology (Second Semester)	3
			<hr/> 32

Sophomore

ENG	2323, 2333	English Literature I & II	6
SPT	2143	Oral Interpretation (First Semester)	3
SPT	1213	Fundamentals of Theatre (Second Semester)	3
PSY	1523	General Psychology II	3
SPT	1233	Acting I or Fine Arts	3

* A minimum of nine hours electives must be selected from SSC, BAD, MRS, DMT, or EDP offerings.

** Selected with approval of program adviser

The Programs of Study

**	Social Studies	6
**	Electives (Sociology, Mathematics, etc.) . . .	9
		<hr/> 33

Radio -TV - Film

Freshman

ENG 1113, 1123	English Composition I & II	6
**	PE, Military Sci or March Band	2
SPT 1113	Oral Communications (First Semester)	3
SPT 1153	Voice & Diction (Second Semester)	3
JOU 1113	Principles of Journalism	3
PSY 1513	General Psychology (Second Semester) . . .	3
**	Science	6
**	History	6
		<hr/> 32

Sophomore

ENG 2323, 2333	English Literature I & II	6
SPT 2143	Oral Interpretation (First Semester)	3
SPT 1213	Fundamentals of Theatre (Second Semester)	3
JOU 1123	Principles of Journalism II	3
PSY 1523	General Psychology II	3
**	Fine Arts	3
**	Electives	12
		<hr/> 33

Speech Pathology and Audiology

Freshman

ENG 1113, 1123	English Composition I & II	6
**	PE, Military Sci or March Band	2
BIO 2414, 2424	Zoology I & II	3
SPT 1113	Oral Communication (First Semester)	3
SPT 1153	Voice and Diction (Second Semester)	3
PSY 1513, 1523	General Psychology I & II	6
**	History	6
		<hr/> 34

Sophomore

ENG 2323, 2333	English Literature I & II	6
EPY 2513	Child Psychology	3
PSY 2523	Adolescent Psychology	3
SOC 2113	Introduction to Sociology	3
HPR 1213	Personal and Community Health	3

**Selected with approval of program adviser

The Programs of Study

**	Mathematics	6
**	Electives	6
		<hr/> 30

Theatre

Freshman

ENG	1113, 1123	English Composition I & II	6
**		PE, Military Sci or March Band	2
SPT	1113	Oral Communications (First Semester)	3
SPT	1153	Voice and Diction (Second Semester)	3
SPT	1133	Acting I (First Semester)	3
SPT	1241, 1251	Drama I & II	2
**		Science	6
**		History	6
			<hr/> 31

Sophomore

ENG	2323, 2333	English Literature I & II	6
SPT	2143	Oral Interpretation (First Semester)	3
SPT	1213	Fundamentals of Theatre (Second Semester)	3
SPT	1261, 1271	Drama III & IV	2
**		Mathematics	3
**		Fine Arts	3
PSY	1513, 1523	General Psychology I & II	6
**		Electives	7
			<hr/> 33

SUPERVISION AND MANAGEMENT TECHNOLOGY

The Supervision and Management Technology program is designed for the adult who wants to become qualified for management or supervisory positions in the business, industry, or government area where currently employed. Students attend classes from 6:30 to 9:30 p.m. two nights per week and earn six credit hours per semester. The curriculum will lead to an Associate of Applied Science degree; it is not designed for transfer.

First Year

TRS	1313	Industrial Safety	3
ECO	1133	Consumer Economics	3
DMT	2513	Principles of Management	3
TMT	2713	Principles of Supervision	3
MAT	1233	Intermediate Algebra	3
			<hr/> 15

Second Year

ACC	1213	Principles of Accounting I	3
TMT	2694	Production Planning & Problems	4

**Selected with approval of program adviser

The Programs of Study

TMT	2663	Motion and Time	3
DMT	2163	Personnel Management	3
ENG	1113	English Composition I	3
			<hr/>
			16

Third Year

TMT	2623	Introduction to Quality Control	3
TRS	1223	Industrial Psychology	3
SOC	2113	Introduction to Sociology	3
ENG	1123	English Composition II	3
***		Elective	3
			<hr/>
			15

Fourth Year

EDP	1013	Introduction to Data Processing	3
SPT	1113	Oral Communications	3
TMT	2773	Job Analysis	3
TMT	2783	Labor Law for Supervisors	3
***		Electives	6
			<hr/>
			18

PRE-VETERINARY

Freshman

ENG	2323, 2333	English Composition I & II	6
*MAT	1313	College Algebra	3
*MAT	1323	Trigonometry	3
MAT	1623	Calculus I	3
BIO	2414, 2424	Zoology I & II	8
CHE	1211, 1221	General Chemistry Lab I & II	2
CHE	1213, 1223	General Chemistry I & II	6
PSC	1113	American National Government	3
**		PE, Military Sci or March Band	2
			<hr/>
			*

* NOTE: Students are expected to have sufficient proficiency in algebra and trigonometry from high school to be placed (by appropriate tests) in Mathematics 1613. In cases of deficiency the student will need to take Mathematics 1313 and/or Mathematics 1323 perhaps as deficiency credit. MAT 1346 may be substituted for MAT 1313 and MAT 1323.

** Selected with approval of program adviser

*** Selected from the following electives: ACC 1223, PSC 1113, REA 1233

The Programs of Study

Sophomore

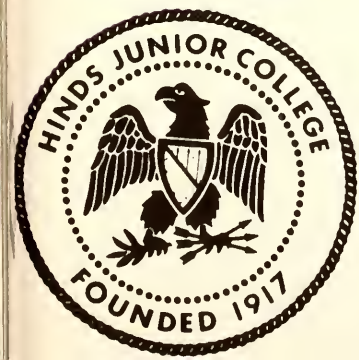
CHE	2422, 2432	Organic Chemistry Lab I & II	4
CHE	2423, 2433	Organic Chemistry I & II	6
PHY	2414, 2424	General Physics I & II	8
HIS	2213	American History I	
		or	
HIS	2223	American History II	3
**		Electives	13
			<hr/> 34

** Selected with approval of program adviser



V

The Courses



Academic and Technical Course Description

On the following pages are listed and described all the academic and technical courses taught at Hinds Junior College. These courses are listed alphabetically and generally under their appropriate department or program.

The course description gives the following information:

1. Course number
2. A title or subject name
3. The number of hours of credit allowed upon successful completion

Example:

(COURSE NUMBER)		(TITLE OR SUBJECT NAME)	(CREDIT)
ACC	1213	Principles of Accounting I	3 SH
EDP	1013	Introduction to Data Processing	3 SH

This is followed by a description of the content of the course which may include the following:

1. Prerequisite — a course which must be taken prior to the listed course.
2. Co-requisite — A course which must be taken at the same time as the listed course.
3. Weekly participation. For Example: (3 hr lecture, 2 hr lab)

Semester hours (SH) credit is given for academic and technical courses. Clock hours (CH) credit is given to vocational and continuing education courses. Semester hours (SH) and clock hours (CH) may both be recorded on a student's permanent record; however, they are not interchangeable.

The numbering system used in this catalog follows the **Uniform Course Numbering System in Mississippi Public Junior Colleges**, 1976-1977, third edition.

Accounting

ACC 1213 Principles of Accounting I 3 SH

Meaning and purpose of accounting, emphasizing the accounting cycle, special journals, notes and interest, inventories, accruals and deferrals, internal control and payrolls. Applicable to the Applied Science requirements in the Technical Secretarial Science Program. (3 hr lecture)

ACC 1223 Principles of Accounting II 3 SH

(Prerequisite: ACC 1213) Second semester course in the fundamentals of accounting practice for partnerships, corporations, cost accounting, and financial statement analysis and evaluation. (3 hr lecture)

ACC 2213 Intermediate Accounting I 3 SH

(Prerequisite: ACC 1223) Designed for students in non-transfer business programs. Accounting theory and practice as applied to cash, receivables, inventories, investments, and other analytical processes. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

ACC 2223 Intermediate Accounting II 3 SH

(Prerequisite: ACC 2213) Designed for students in non-transfer business programs. Accounting theory and practice as applied to plant and equipment assets, corporate net worth, single entry, application of funds, and statement analysis. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

ACC 2313 Cost Accounting 3 SH

(Prerequisite: ACC 1223) Designed for students in non-transfer business programs. Fundamental principles employed in accounting for the three elements of cost; materials, labor, and factory overhead expenses; the application of these principles in a job order system of cost accounting, and a standard cost system; and various miscellaneous techniques used in cost accounting. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

ACC 2413 Income Tax Accounting 3 SH

(Prerequisite: ACC 1223) Designed for students in non-transfer business programs. State and federal income tax and social security laws; preparation of reports required by both state and federal agencies for individuals and individual partnerships. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

Agriculture

See also AGRICULTURE TECHNOLOGY

AGR 1214 Animal Science 4 SH

Origin, history, characteristics, market classes, and grades of the major breeds of farm animals and poultry. (3 hr lecture, 2 hr lab)

The Courses

AGR 1313 Plant Science 3 SH

Introductory course in plant life found on the farm. Special emphasis on structure of plants, plant growth, plant improvement, types of propagation, planting, cultivating, fertilizing, and harvesting. (2 hr lecture, 2 hr lab)

AGR 1413 Farm Machinery 3 SH

Proper care, principles of operation, adjustments, and repair of the different types of farm machinery; the proper selection of farm machinery; the selection and use of machines for the various soil types. (2 hr lecture, 2 hr lab)

AGR 1522 Introduction to Forestry 2 SH

Review of the history and development of Forestry in the United States from Revolutionary days to the present. Career opportunities presented by speakers from state and federal agencies and private industry. (2 hr lecture)

AGR 2223 Feeds and Feeding 3 SH

Digestion and assimilation of the nutrients fed to the various kinds of farm livestock, balance methods of a ration, and recommendation for preparing and feeding livestock the year round. (2 hr lecture, 2 hr lab)

AGR 2234 Meats Processing 4 SH

Survey of the meat industry — killing, curing, cooling, care and storage of meat products. Detailed study of meat, animal carcasses, and wholesale and retail meat products. (3 hr lecture, 2 hr lab)

AGR 2242 Meat Animal Evaluation 2 SH

Estimation of the value of live animals subsequently related to actual cut out values of the carcasses. (4 hr lab)

AGR 2253 Livestock Judging 3 SH

Scoring of individual and judging of representative groups of livestock from the standpoint of the breeder and the market. (1 hr lecture, 4 hr lab)

AGR 2314 Basic Soils 4 SH

Study of the formation of soils, analysis of soils, correction of soil problems; the study of composition and application of fertilizers. (3 hr lecture, 2 hr lab)

AGR 2323 Plant Propagation 3 SH

Study of the basic principles and practices involved in the propagation of plants, by seed, cuttings, grafting, and division. (3 hr lecture, 2 hr lab)

AGR 2713 Principles of Agriculture Economics 3 SH

General course in the basic principles of economics and their application to agriculture. Special emphasis on economic problems of agriculture. American economic development, production, and business organization; the law of diminishing returns, some principles of trade and production, farm organization, exchange value and the market price cost of production, price level movement, and the farm problem and the government. (3 hr lecture,)

AGR 2722 Livestock Marketing 2 SH

Present system of marketing livestock; principles, functions, agencies and methods used in the marketing process. (1 hr lecture, 2 hr lab)

Agricultural Technology

TAG 1113 Agricultural Machinery Technology I 3 SH

(Co-requisite: AGR 1123) Beginning course in agricultural engineering technology. Instruction to include acetylene and electric welding, gas engines, principles of farm mechanization, farm machinery operation, and maintenance and customer services. (3 hr lecture)

TAG 1123 Agricultural Machinery Technology I Laboratory 3 SH

(Co-requisite: AGR 1113) Laboratory course to accompany and be taken concurrently with AGR 1113. (6 hr lab)

TAG 1133 Agricultural Machinery Technology II 3 SH

(Co-requisite: AGR 1143) Advanced study in acetylene and electric welding. Principles of farm mechanization, power transmission, land preparation equipment, planting and tillage equipment, agricultural chemical equipment, and farm machinery operation and maintenance. (3 hr lecture)

TAG 1143 Agricultural Machinery Technology II Laboratory 3 SH

(Co-requisite: AGR 1133) Laboratory course to accompany and be taken concurrently with AGR 1133. (6 hr lab)

TAG 1323 Crops Science 3 SH

Study of cotton, soybean, and grain crops. Instruction in the proper management of crops from selection to harvesting. (2 hr lecture, 2 hr lab)

TAG 1442 Veterinary Medical Terminology 2 SH

Prefixes; suffixes; roots; abbreviations; disease, operative and drug terms. Terms related to all areas of veterinary medical specialties. (2 hr lecture)

TAG 1453 Animal Restraint and Medications 3 SH

Study and practice of restraining large and small animals, utilizing both chemical and physical means of safe and humane restraint. Basic terminology, usage measurement administration, and safe storage of drugs. (2 hr lecture, 2 hr lab)

TAG 1464 Animal Anatomy and Physiology 4 SH

Anatomy and physiology of large and small animals with emphasis on practical clinical application; the organization and function of the systems involved in the living parts which make up these systems. Selected cadavers dissected in the laboratory. (3 hr lecture, 2 hr lab)

TAG 1516 Clinical Experience I 6 SH

Practical animal technicians clinical experience in an approved veterinary clinic or related veterinary professional field. (10 weeks of experience)

The Courses

TAG 1622 Farm Facilities 2 SH

Study of buildings and equipment. Includes fences, barns, creeps, watering facilities, feeding areas, silos, feeding equipment used in the production of beef and dairy cattle and swine. (1 hr lecture, 4 hr lab)

TAG 1714 Parasites and Disease of Farm Animals 4 SH

Consideration of common infections and non-infectious diseases affecting domestic animals with emphasis on large animals. Parasites related to horses, cattle, sheep and hogs; morphology, life history, symptoms, preventions control, and treatment. (3 hr lecture, 2 hr lab)

TAG 2113 Agricultural Machinery Technology III 3 SH

(Co-requisite: AGR 2123) Advanced study in power transmission, operation and maintenance of harvesting equipment, agricultural chemical equipment, hydraulics, diesel engines, and agricultural sales. (3 hr lecture)

TAG 2114 Veterinary Clinical Pathology I 4 SH

Study and practical application of veterinary diagnostic aids. Includes blood chemistry, urinalysis, fecal analysis, kidney and liver function tests, and collection of specimens such as urine and blood samples and samples for fungal and bacterial cultures. (3 hr lecture, 2 hr lab)

TAG 2122 Agribusiness Human Relations 2 SH

An indepth study of human relations pertaining to employee-employer relations, employer-employee relations, employee-customer relations, and employer-customer relations in agribusinesses. (2 hr lecture)

TAG 2123 Agricultural Machinery Technology III Laboratory 3 SH

(Co-requisite: AGR 2113) Laboratory course to accompany and be taken concurrently with AGR 2113. (6 hr lab)

TAG 2124 Veterinary Clinical Pathology II 4 SH

Continuation of TAG 2114. Studies of the blood, blood forming tissues, hematopoiesis, morphology of cells, hemastasis and hemolytic diseases. Lab includes diagnostic tests for studies of the blood. (3 hr lecture, 2 hr lab)

TAG 2133 Agricultural Machinery Technology IV 3 SH

(Co-requisite: AGR 2143) Advanced study of all phases of farm machinery operation and maintenance, sales and distribution, dealer services, and customer relations. (3 hr lecture)

TAG 2134 Agribusiness Management Procedures and Records 4 SH

The meaning and the purpose of agribusiness management procedures and the records involved, emphasizing the correct use of sales tickets, the determination of selling prices, and the proper use of warehouse receipts and storage records. (2 hr lecture, 4 hr lab)

TAG 2143 Agricultural Machinery Technology IV Laboratory 3 SH

(Co-requisite: AGR 2133) Laboratory course to accompany and be taken concurrently with AGR 2133. (6 hr lab)

TAG 2153 Agribusiness Advertising and Display 3 SH

A study of the different methods of advertising in agribusiness. Emphasis on the proper display of merchandise. Classroom work and actual experience in agribusinesses. (2 hr lecture, 4 hr lab)

TAG 2166 Veterinary Operating Room Techniques 6 SH

Study and practical application of sterile technique, preparation of the surgical site, operating room conduct, assisting the surgeon and dental prophylaxis; the principles of radiography, the use of disinfectants and antiseptics in veterinary medicine; nomenclature and basic uses of surgical instruments; preparation of packs, gowns, gloves, etc.; the use of sterilization equipment; and classification and physical properties of anesthetics used in large and small animal veterinary medicine and surgery. (3 hr lecture, 4 hr lab)

TAG 2263 Livestock Fitting and Grooming 3 SH

Principles and techniques involved in preparing livestock for show and sale. (1 hr lecture, 4 hr lab)

TAG 2413 Farm Management 3 SH

Decisions involved in organizing and operating a farm business using the basic principles of farm management, budgeting procedures, farm records, taxation and farm financing. (3 hr lecture)

TAG 2423 Agricultural Business Management 3 SH

Emphasis on the management of agricultural related industries such as farm-supply stores, farm cooperatives, agricultural marketing associations, processing plants, etc. Organization and structural make-up of industries, along with the financial, personnel and enterprise management. (3 hr lecture)

TAG 2433 Agricultural Marketing Techniques 3 SH

Present system of marketing farm products with emphasis on the principles, functions, agencies and methods used in the marketing process from farm owner to consumer. (3 hr lecture)

TAG 2443 Agricultural Chemicals and Pest Control 3 SH

(Prerequisite: CHE 1313 or consent of instructor) Farm pesticides used in the agricultural industry with emphasis on their composition, mode of action, limitations of use and laws regulating their use in relation to our environment. (3 hr lecture)

TAG 2466 Clinical and Hospital Techniques 6 SH

Study and practical application of basic clinical techniques required of the veterinary technician, terminology, usage, measurement, administration, drug inventory, and safe storage of drugs. (3 hr lecture, 6 hr lab)

TAG 2514 Beef Cattle Management I 4 SH

A study of fundamental principles and practical application of livestock production. (3 hr lecture, 2 hr lab)

The Courses

TAG 2524 Beef Cattle Management II 4 SH

(Prerequisite: TAG 2514) A study of modern techniques used in the proper management of a beef cattle herd. (3 hr lecture, 2 hr lab)

TAG 2534 Agricultural Sales and Supplies 4 SH

A study providing specialized training in agricultural sales and supplies. Includes selling techniques, business procedures (wholesale and retail), financing, management, supplies, inventory, and facilities. Includes work experience. (2 hr lecture, 4 hr lab)

TAG 2614 Swine Management 4 SH

Feeding, management, breeding, production, and marketing of swine. (3 hr lecture, 2 hr lab)

TAG 2624 Physiology of Reproduction 4 SH

Study of the reproductive systems of the male and female bovine. A full study of reproductive physiology and the application of scientific practices. (3 hr lecture, 2 hr lab)

TAG 2732 Farm Pastures 2 SH

Study of the establishment, nutritive value, use, yield, and maintenance of pasture plants and their relationship to livestock programs. (1 hr lecture, 2 hr lab)

ART

ART 1113 Understanding the Visual Arts 3 SH

Introduction to art forms from the various fields of visual art. Broad historical survey of architecture, sculpture, painting, and the minor arts. Stress on contributions of other cultures. (3 hr lecture)

ART 1213 Art Survey 3 SH

A studio course designed to familiarize the student with the fundamental elements of design, drawing, and painting and to develop useful and meaningful art vocabulary. A study of the work of prominent artists. Creative work in several different media and approaches. (1 hr lecture, 5 hr lab)

ART 1243 Inventive Crafts 3 SH

Survey of art-craft ideas and production methods. Emphasis on creative invention. (3 hr directed class activities, 3 hr outside class work)

ART 1313 Drawing I 3 SH

Study of basic principles of drawing methods and techniques with emphasis on line, perspective, and shading. Perceptual and manipulative exercises using ink, pencil, and charcoal. (1 hr lecture, 5 hr lab)

ART 1323 Drawing II 3 SH

(Prerequisite: ART 1313) Drawing with selected media with emphasis on composition in studies of landscape, still life, figure drawing, and selected matter. (1 hr lecture, 5 hr lab)

ART 1413 Design I 3 SH

Emphasis on principles and materials in visual design. Introduction to theory and terms. Use of composition and color theory. (2 hr lecture, 4 hr lab)

ART 1423 Design II 3 SH

(Prerequisite: ART 1413) Continuation of basic principles and elements of design. Creative approach to three-dimensional design. Study of methods and techniques in contemporary design. (2 hr lecture, 4 hr lab)

ART 2333 Introduction to Graphics 3 SH

(Prerequisite: ART 1413 and 1423 or consent of instructor) Relief painting, intaglio, and serigraphy with emphasis on process and basic skills. (1 hr lecture, 5 hr lab)

ART 2373 Lettering and Signwriting 3 SH

A studio course designed to familiarize the student with the business of hand lettered show-cards and sign writing. To help the student develop skills and techniques necessary to become efficient as a professional. (1 hr lecture, 5 hr lab)

ART 2513 Painting I* 3 SH

(Prerequisite: ART 1313 and 1413 and sophomore standing) Introduction to painting, principles, and techniques in oil medium. (1 hr lecture, 5 hr lab)

ART 2523 Painting II* 3 SH

(Prerequisite: ART 1313 and 1413 and sophomore standing) Principles and techniques in painting with synthetic media. (1 hr lecture, 5 hr lab)

ART 2533 Painting III* 3 SH

(Prerequisite: ART 1313 or consent of instructor) Introduction to watercolor painting. Emphasis on development of individual technique, selection of subject matter, and preparation of materials. (3 hr directed class activities, 3 hr outside class work)

ART 2613 Ceramics I 3 SH

Principles and methods of pottery making. Projects using slab, coil, hump mold, clay sculpture, and introduction to the potter's wheel. (1 hr lecture, 5 hr lab)

ART 2623 Ceramics II 3 SH

(Prerequisite: ART 2613) Continuation of ART 2613 with emphasis on production by use of the potter's wheel. (1 hr lecture, 5 hr lab)

ART 2713 Art History I 3 SH

Survey course in historical background of art forms from Prehistoric to Renaissance. Emphasis placed on painting, architecture, and sculpture related to history. Open to all students. (3 hr lecture)

ART 2723 Art History II 3 SH

Renaissance to Twentieth Century. Special emphasis on modern expression in the field of art. Open to all students. (3 hr lecture)

*Any student may audit Painting I, II, or III without meeting stated prerequisites.

The Courses

ART 2913 Special Studio 3 SH

(Prerequisite: 6 semester hours of work in related studio) Independent study in an area of special interest. (1 hr critique, 5 hr lab)

Banking And Finance Technology

BFT 1113 Principles of Banking Operations 3 SH

Fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the profession in a broad (and operational) perspective. Descriptive orientation intentional. (3 hr lecture)

BFT 1123 Money and Banking 3 SH

Practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussion on the banking industry in affecting yield curves and the structuring of portfolios. (3 hr lecture)

BFT 1133 Bank Management 3 SH

New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3 hr lecture)

BFT 1143 Savings and Time Deposit Banking 3 SH

Historical development of savings institutions and an awareness of the basic economic function of the savings process as related to current operations and policies. Begins with a review of the economics of the savings process to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Review of different types of financial savings to describe the system of financial flows of income to capital investment. (3 hr lecture)

BFT 1153 Bank Letters and Reports 3 SH

For bank officers, supervisors, and employees who dictate or review correspondence. The mechanical forms of bank letters and the psychological principles that help the letter writer achieve best results. Reviews letter forms, emphasizes fundamental principles underlying modern correspondence and examines different kinds of bank letters. (3 hr lecture)

BFT 1163 Supervision and Personnel Administration 3 SH

Designed to aid first-line supervisors in making a smooth transition from expert in a particular task to the role of supervisor who must produce results through the efforts of other people. Stresses management attitudes and carrying out management policies while at the same time inspiring a group to achieve friendly cooperation and maximum production. (3 hr lecture)

BFT 1173 Law and Banking 3 SH

Introduction to basic American Law, presenting the rules of law which underlie banking. Emphasis is on the Uniform Commercial Code. (3 hr lecture)

BFT 1213 Agriculture Finance 3 SH

General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3 hr lecture)

BFT 1223 Real Estate Finance 3 SH

Varied real estate mortgage credit operations of commercial banks. Main areas of real estate: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Introduction to the vocabulary of real estate assistance in the mortgage market; and financing of single-family homes, condominiums, industrial and agricultural properties, and shopping centers; analysis of mortgage credit; policies related to collection; administration of a bank's mortgage portfolio and the analysis of real estate investment yields. (3 hr lecture)

BFT 1313 Analyzing Financial Statements 3 SH

Organized into two main sections: characteristics of financial statements and financial statement analysis. Review of basic accounting principles for financial statement analysis. (3 hr lecture)

BFT 1323 Bank Cards 3 SH

An overview of the bank card industry. Dual objectives: to help the student understand the role of the bank card in the economy as well as the basic operational problems involved in the successful management of a bank card plan. The interrelated nature of the various bank card functions. Types of credit cards in use and their functions and the cardholder's profile, attitudes, and behavior; and credit-card operations-marketing, authorization, customer service, cost analysis and control, collection policies and procedures, and security and fraud. Evolution of credit cards into Electronic Funds Transfer, legal developments affecting credit cards, and the regulatory environment in which banks operate their card business. (3 hr lecture)

BFT 2113 Credit Administration 3 SH

Directed toward the executive level. Concerns statement and discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans. (3 hr lecture)

BFT 2123 Installment Credit 3 SH

Techniques of installment lending, presented concisely. Emphasis on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due; each phase of a bank's installment credit operation carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3 hr lecture)

BFT 2213 Bank Public Relations and Marketing 3 SH

Basis of public relations, both internal and external, and the why, the what, and some of the how of public relations and marketing. Over-view for all bankers of the essentials of bank public relations and marketing. (3 hr lecture)

BFT 2223 Financing Business Enterprise 3 SH

Differences between lending and investing. Investing in a corporation and financing a cor-

The Courses

poration. Presented from the viewpoint of the corporated treasurer. (3 hr lecture)

BFT 2313 Bank Investments 3 SH

Nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. Study of yield changes as they affect a bank's long-term holdings. (3 hr lecture)

BFT 2413 Trust Functions and Service 3 SH

Services rendered by institutions engaged in trust business. Introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3 hr lecture)

BFT 2423 International Banking 3 SH

Basic framework and fundamentals of international banking; how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the currency to another. (3 hr lecture)

BFT 2513 Fundamentals of Bank Data Processing 3 SH

Broadly based and non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions on the basis of what everyone in banking must know about the characteristics of automation; a general briefing on the essentials of bank data processing. Practical approach to equipment and techniques applied to the automation of banking systems. (3 hr lecture)

BFT 2523 Federal Reserve Systems 3 SH

Operations and policies of the Federal Reserve System during critical periods over the past 60 years. Topical rather than chronological, enabling students to compare and contrast Federal Reserve policies dealing with similar problems at different periods. Attention to international monetary affairs and economic developments affecting the American fiscal system. (3 hr lecture)

BFT 2613 Business Administration 3 SH

Emphasis on the managerial responsibility of carefully coordinating the many facets of a business enterprise. Stresses administration, financial management, production, labor-management relations, marketing, coordination and control, and public relations. (3 hr lecture)

BFT 2713 Business Financial Management 3 SH

Principles of finance as applied to the operation of a profit seeking (nonbank) firm. Active participation in the process of financial administration and decision-making to teach the student to use the tools and techniques necessary for the efficient financial management of a modern business enterprise. (3 hr lecture)

BFT 2813 Management of Commercial Bank Funds 3 SH

Necessary principles for developing an adequate philosophy of funds management. Differences between practices in large banks and smaller institutions. Brings together policies in the areas of loans, deposits, investments, and capital, and related each to the other. (3 hr lecture)

BFT 2823 Negotiable Instruments and the Payment Mechanism 3 SH

The presentation, review, and discussion of the legal aspects of negotiable instruments used in bank deposit and collection operation, and the payments mechanism. (3 hr lecture)

BFT 2833 Federal Regulation of Banking 3 SH

A concise description of the nature and scope of federal regulation of banking. Focus primarily on the why and what of federal banking regulation. (3 hr lecture)

Biology

BIO 1133 General Biology I 3 SH

General biological principles, history of life, a survey of plant structure and physiology, and principles of inheritance. Should not be used as prerequisite or in combination with BIO 1314, 1324, 2414, or 2424. (2 hr lecture, 2 hr lab)

BIO 1143 General Biology II 3 SH

Survey of animals and animal systems integrated with evolutionary and ecological principles. Should not be used as prerequisite or in combination with BIO 1314, 1324, 2414, or 2424. (2 hr lecture, 2 hr lab)

BIO 1314 Botany I 4 SH

Introduction to the study of plant life. A study of structure and functions of seed plants. (3 hr lecture, 2 hr lab)

BIO 1324 Botany II 4 SH

Plant reproduction and genetics. Algae, fungi, bacteria, mosses, ferns and related plants are studied. (3 hr lecture, 2 hr lab)

BIO 1514 Anatomy and Physiology I 4 SH

(Prerequisite: 1 unit of high school biology or BIO 1133 or its equivalent) Fundamental principles in the structure and function of the human body. Cell physiology, the skeletal, muscular and integumentary systems, and the nervous system up to the special senses. (3 hr lecture, 2 hr lab)

BIO 1524 Anatomy and Physiology II 4 SH

(Prerequisite: BIO 1514) Special senses, cardiovascular, respiratory, excretory, endocrine and reproductive systems with special emphasis on their application to fluid and electrolyte balance. (3 hr lecture, 2 hr lab)

BIO 1542 Nephrology 2 SH

Anatomy and physiology of the kidney and its relationship with respiratory and metabolic pH. Applicable to applied science requirements in the Respiratory Therapy Technology Program. (2 hr lecture)

BIO 1552 Nephrology Laboratory 2 SH

Analysis of both normal and abnormal microscopic elements; chemical procedures for

The Courses

albumin, reducing agents, and electrolytes. Applicable to applied science requirements in the Medical Laboratory Technician Program. (4 hr lab)

BIO 1852 Introduction to Clinical Laboratory 2 SH

General summary of diagnostic laboratory work. Rules and regulations of general conduct in a hospital laboratory. (2 hr lecture)

BIO 2313 Dendrology 3 SH

(Prerequisite: BIO 1314) Identification, recognition and morphological characteristics of woody plants. (2 hr lecture, 3 hr lab)

BIO 2414 Zoology I 4 SH

Biological principles integrated with a phylogenetic approach to invertebrates. Laboratory study and dissection of typical examples. For non-science or science majors. (3 hr lecture, 2 hr lab)

BIO 2424 Zoology II 4 SH

(Prerequisite: BIO 2414) Continuation of BIO 2414. Study of Chordates with emphasis on vertebrates. Laboratory study and dissection of vertebrates. For non-science or science majors. (3 hr lecture, 2 hr lab)

BIO 2614 Immunohematology 4 SH

(Prerequisite: BIO 2653) Blood cell antigens and their antibodies. Includes procedures performed in hospital blood banking. Applicable to applied science requirements in Medical Laboratory Technician Program. (2 hr lecture, 4 hr lab)

BIO 2653 Immunology and Serology 3 SH

Formation of antibodies and their reactions against specific antigens. Includes serological procedures of medical importance. Applicable to applied science requirements in Medical Laboratory Technician Program. (1 hr lecture, 4 hr lab)

BIO 2924 Microbiology 4 SH

General basic principles of microbiology. Special emphasis devoted to cell structure, metabolism, nutrition, sterilization techniques, pathogenic forms of bacteria, fungi, rickettsiae, and viruses. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture, 2 hr lab)

BIO 2965 Pathogenic Microbiology 5 SH

(Prerequisite: BIO 2924) Identification and culture methods for pathogenic bacteria. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture, 4 hr lab)

BIO 2973 Parasitology 3 SH

Epidemiology, Morphology, and importance of animal parasites with emphasis on those affecting man. For Medical Laboratory Technicians and Biology majors. (2 hr lecture, 2 hr lab)

BIO 2991 Hemostasis 1 SH

(Co-requisite: BIO 2992 and BIO 2993) Action and interaction of coagulation factors, the

extrinsic and intrinsic fibrinolytic pathways, and platelets critical role in hemostasis. Balance of procoagulants as well as inhibitors and the importance of theory as related to coagulation testing. (1 hr lecture)

BIO 2992 Hematology Laboratory 2 SH

(Co-requisite: BIO 2993) Laboratory course using diagnostic tests for studies of the blood taught in the lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)

BIO 2993 Hematology 3 SH

(Co-requisite: BIO 2992) Studies of the blood and blood forming tissues, hematopoiesis, morphology of cells, hemostasis and hemolytic discrasis. Applicable to applied science requirements in Medical Laboratory Technician Program. (3 hr lecture)

Business Administration

BAD 2213 Principles of Marketing 3 SH

Designed for students in non-transfer business programs. Principles and problems of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers in the American marketing system and efficient marketing techniques in the development and expansion of markets. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

BAD 2323 Business Statistics 3 SH

(Prerequisite: MAT 1313) Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. (3 hr lecture)

BAD 2413 Business Law I 3 SH

Fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention to an introduction to law, contract, bailment, agency, personal and real property, bankruptcy, and negotiable instruments. (3 hr lecture)

BAD 2513 Principles of Management 3 SH

Designed for students in non-transfer business programs. Basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

BAD 2613 Principles of Finance 3 SH

Designed for students in non-transfer business programs. The objectives, tools, methods, and problems of financial management; financial analysis, planning, control, sources and uses of funds, capital budgeting decision making and asset management. This course may not be accepted by senior institutions for transfer credit. (3 hr lecture)

Chemistry

Any chemistry lecture course having a concurrent lab course must be accompanied by that

The Courses

lab course unless the student's program of study does not require the lab. An exception is made if the student has previously earned credit in either the lab or lecture, in which case either may be taken without the other.

CHE 1123 Laboratory Mathematics 3 SH

(Prerequisite: four semester hours credit from the following: CHE 1211, 1213, or CHE 1311, 1313) Involves mathematics used in all medical laboratory procedures. Logarithms, ratio, elementary algebra, normal and molar solutions. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

CHE 1133 Environmental Awareness I 3 SH

Survey of science dealing with social and environmental problems and emphasizing the relevance of chemistry, biology, and related fields to the student's daily life. A scientific, but non-technical, approach to many current problems, including environmental quality, energy utilization and shortage, population growth, and drug use and abuse. Designed for any student who wants to understand the present concern with environmental problems. (3 hr lecture)

CHE 1143 Environmental Awareness II 3 SH

Continuation of CHE 1133. (3 hr lecture)

CHE 1211 General Chemistry Laboratory I 1 SH

(Co-requisite: CHE 1213) Selected laboratory procedures to illustrate the principles taught in lecture. Special attention given to qualitative analysis (cations and anions), to quantitative procedures both gravimetric and volumetric as well as instrumental, and to environmental chemistry. (3 hr lab)

CHE 1213 General Chemistry I 3 SH

(Prerequisite: Two units of high school algebra OR credit OR registration in MAT 1233 OR its equivalent **AND** one unit of high school chemistry OR credit in CHE 1313) Fundamental principles of inorganic chemistry which assumes some prior knowledge of these principles. Special attention given to atomic structure, chemical bonding, equilibrium, and environmental chemistry. Primarily for physical science, engineering, pre-medical, pre-veterinary, pre-pharmacy, pre-dental, pre-medical technology, and biology majors. (3 hr lecture)

CHE 1221 General Chemistry Laboratory II 1 SH

(Prerequisite: CHE 1211. Co-requisite: CHE 1223) Selected laboratory procedures to illustrate the principles taught in lecture. A continuation of CHE 1211. (3 hr lab)

CHE 1223 General Chemistry II 3 SH

(Prerequisite: CHE 1213. Co-requisite: CHE 1221) Continuation of CHE 1213. (3 hr lecture)

CHE 1311 Principles of Chemistry Laboratory I 1 SH

(Co-requisite: CHE 1313) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

CHE 1313 Principles of Chemistry I 3 SH

(Prerequisite: one unit of high school algebra. Co-requisite: CHE 1311) Lectures,

demonstrations, films, and quizzes. Properties of matter and applications of inorganic principles. Serves as the prerequisite course to CHE 1413 and CHE* 1213. Primarily for home economics, agriculture, respiratory therapy, and medical laboratory technician majors. (3 hr lecture)

CHE 1321 Principles of Chemistry Laboratory II 1 SH

(Prerequisite: CHE 1311. Co-requisite: CHE 1323) Selected procedures to illustrate the principles taught in lecture. (3 hr lab)

CHE 1323 Principles of Chemistry II 3 SH

(Prerequisite: CHE 1313. Co-requisite: CHE 1321) Continuation of CHE 1313. (3 hr lecture)

CHE 1411 Introductory Organic and Biochemistry Laboratory 1 SH

(Co-requisite: CHE 1413) Selected procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 1413 Introductory Organic and Biochemistry 3 SH

(Prerequisite: CHE 1313 or CHE 1213. Co-requisite: CHE 1411) Fundamentals of organic and biological chemistry. A study of organic compounds of biological importance and some of the fundamental chemical processes associated with human biochemistry. (3 hr lecture)

CHE 1533 Environmental Chemistry I 3 SH

(Prerequisite or co-requisite: CHE 1221 & 1223) Fundamental study of water quality involving chemical pollutants. Emphasis on (1) lecture material dealing with sources and effects of the common chemical pollutants, (2) laboratory and field testing of water samples, and (3) design and implementation of a plan to study water quality on an actual system. Recommended as an elective for students majoring in chemistry, chemical engineering, and biology. (2 hr lecture, 3 hr lab)

CHE 1543 Environmental Chemistry II 3 SH

(Prerequisite: CHE 1533) Fundamental study in air quality and pesticide contamination. Emphasis on (1) lecture material concerning sources and effects of the common chemical pollutants, (2) lecture material on chemical nature and environment problems of pesticides and herbicides, (3) laboratory and field testing for air pollutants, and (4) laboratory testing for organic residues in environmental samples. (2 hr lecture, 3 hr lab)

CHE 2213 Clinical Instrumentation 3 SH

(Prerequisite: CHE 1211, 1213 or CHE 1411, 1413) Study of instruments used for diagnostic procedures in the clinical laboratory. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

CHE 2411 Introductory Organic Chemistry Laboratory 1 SH

(Co-requisite: CHE 2413) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 2413 Introductory Organic Chemistry 3 SH

(Prerequisite: CHE 1223 or CHE 1323. Co-requisite: CHE 2411) Brief course in fundamentals of organic chemistry for students of agriculture, home economics, and others in

The Courses

programs requiring only one semester of organic chemistry. (3 hr lecture)

CHE 2421 Organic Chemistry Laboratory I 1 SH

(Co-requisite: CHE 2423) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 2422 Organic Chemistry Laboratory I 2 SH

(Co-requisite: CHE 2423) Selected laboratory procedures to illustrate principles taught in lecture. (6 hr lab)

CHE 2423 Organic Chemistry I 3 SH

(Prerequisite: CHE 1223. Co-requisite: CHE 2421 or CHE 2422) Introductory course which includes a study of nomenclature, structure, properties, synthesis, unknowns, and general applications of the fundamental types of organic compounds. (3 hr lecture)

CHE 2431 Organic Chemistry Laboratory II 1 SH

(Co-requisite: CHE 2433) Selected laboratory procedures to illustrate principles taught in lecture. (3 hr lab)

CHE 2432 Organic Chemistry Laboratory II 2 SH

(Co-requisite: CHE 2433) Selected laboratory procedures to illustrate principles taught in lecture. (6 hr lab)

CHE 2433 Organic Chemistry II 3 SH

(Prerequisite: CHE 2423. Co-requisite: CHE 2431 or CHE 2432) Continuation of CHE 2423. (3 hr lecture)

CHE 2612 Clinical Chemistry Laboratory 2 SH

(Co-requisite: CHE 2613) Selected laboratory procedures to illustrate principles taught in lecture. Applicable to applied science requirements in the Medical Laboratory Technician Program. (6 hr lab)

CHE 2613 Clinical Chemistry 3 SH

(Prerequisite: CHE 1411 & 1413 and CHE 1123. Co-requisite: CHE 2612) Study of inorganic and organic compounds of biological importance in the fundamental chemical processes of human bio-chemistry. Diagnostic chemistry procedure for aiding in diagnosis of disease processes. Diagnostic tests in bio-chemistry including those for carbohydrates, nitrogenous compounds, lipids, enzymes, and electrolytes. Applicable to applied science requirements in the Medical Laboratory Technician Program. (3 hr lecture)

CHE 2623 Introduction to Clinical Pharmacology 3 SH

(Prerequisite: BIO 1514) Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Correlation of appropriate drugs with disease states currently under study in Introduction to Clinical Medicine. Emphasis on effective pharmacologic therapy for common pathologic conditions and selection of drugs based on a careful analysis of the individual patient. (3 hr lecture)

Child Care Services

CCD 1113 Introduction to Occupational Child Care Service 3 SH

Various stages of child growth including physical, intellectual, emotional and social development and learning experiences that foster this development. Emphasis on the child as a family member and opportunity for growth and development in the child care center. Emphasis on the importance of parent-center relationships, effective techniques of guidance and discipline, and practices of safety and health. (2 hr lecture, 2 hr lab)

CCD 1123 Art For Children 3 SH

Introduces a variety of creative art activities for young children. Basic instruction concerning the value of creative art when working with young children. Selection and objective use of art activities. (3 hr lecture)

CCD 1133 Language Arts in Preschool Program 3 SH

Study of importance and significance of language development for the preschool child. Emphasis on selection and use of literature to stimulate language and conceptual growth; creative activities designed to stimulate language development. (3 hr lecture)

CCD 1143 Creative Activities For Young Children 3 SH

Consideration of the child's first concepts in math, science, social studies, and other areas. Construction of creative teaching materials and exploration of effective ways to use them as learning experiences. (3 hr lecture)

CCD 1164 Day Care/Kindergarten Practicum I 4 SH

Supervised experience in a nursery laboratory school; planning and presentation of various types of learning experiences for young children. (1 hr lecture, 6 hr lab)

CCD 2113 Child Nutrition & Health Care 3 SH

Basic information on human nutrition, nutritional value of foods, menu planning, and nutritional needs of the young child. Emphasis on establishing good eating habits early. Common diseases also studied. (3 hr lecture)

CCD 2124 Methods and Materials of Teaching Preschool Children 4 SH

Teaching techniques and procedures used for teaching preschool children; greater use of facilities and resource material available for teaching preschool children; critical analysis of these materials and objective use of them. (2 hr lecture, 4 hr lab)

CCD 2133 Physical-Motor Development for Young Children 3 SH

A study of physical and motor development from birth through preschool years with emphasis on methods and procedures of developing fine and gross motor skills. (3 hr lecture)

CCD 2163 Day Care/Kindergarten Administration 3 SH

Overall view of the complete Day Care/Kindergarten operation including philosophy, pro-

The Courses

gram, personnel, equipment, curriculum, and the place of the center in the community. (3 hr lecture)

CCD 2265 Day Care/Kindergarten Practicum II 5 SH

A continuation of Practicum I. (10 hr lab)

Commercial Design & Advertising

CDA 1123 Display Design 3 SH

(Prerequisite: CDA 1143 or consent of instructor) Three dimensional design emphasis in commercial window, counter, and interior display. (6 hr lab)

CDA 1133 Photography I 3 SH

(Prerequisite: 35mm camera) A basic introduction to 35mm black and white photography with emphasis on the camera, exposure, composition, lighting, and basic darkroom techniques involving negative developing and printmaking. (2 hr lecture, 2 hr lab)

CDA 1143 Commercial Design and Advertising Laboratory I 3 SH

Laboratory course designed to provide selected experiences involving layouts, renderings, illustrations, lettering, paste-ups, mechanicals, typesetting, and camera-ready art. Available to CDA students only. (6 hr lab)

CDA 2113 Basic Advertising Design I 3 SH

(Prerequisite: CDA 1143) Illustration, forms, layout designs, cartooning, newspaper ads, mechanical color separations, color keys, and darkroom techniques. (6 hr lab)

CDA 2123 Basic Advertising Design II 3 SH

(Prerequisite: CDA 2113) Continuation of Basic Advertising Design I developing composition, political advertising, an advertising campaign, and advertising production utilizing mechanical color separations, color key, and acetate screens and lettering. (6 hr lab)

CDA 2133 Photography II 3 SH

(Prerequisite: CDA 1133 and a 35mm camera) A continuation of CDA 1133 with emphasis on specialized assignments, camera techniques, and darkroom techniques. (2 hr lecture, 2 hr lab)

CDA 2153 Commercial Design & Advertising Laboratory II 3 SH

(Prerequisite: CDA 1143) Continuation of CDA 1143 with concentration on artwork, color, newspaper advertising, magazine advertising, television, direct mail, posters, and logo design. (6 hr lab)

CDA 2163 Practical Advertising Techniques 3 SH

Sophomore portfolio preparation and simulated job experience or control class for on-the-job training. Available to CDA students only. (1 hr lecture; 6 hr per week simulation or on-the-job. minimum)

CDA 2173 Special CDA Studio I 3 SH

(Prerequisite: 6 semester hours of CDA courses and consent of instructor) Independent

study in an area of special interest to the student. (1 hr critique, 5 hr lab)

CDA 2183 Special CDA Studio II 3 SH

(Prerequisite: CDA 2173) Continuation of independent study with emphasis in an area of special interest to the student other than that covered in CDA 2173. (1 hr critique, 5 hr lab)

Communications

COM 1116 Communications 6 SH

Basic concepts of planning and developing written and oral communication, with emphasis on application of the concepts. Includes related skills in reading, listening, and visual perception. Equivalent to and may be substituted for ENG 1113 and SPT 1113. (6 hr lecture)

Cooperative Education

A maximum of 12 hours total can be earned for the Co-op work experience. (See also pages 75-76.) Variable credit (1-3 hours) will be awarded on the basis of the number of hours worked per week:

30 hours or more 3 SH

20 - 29 hours 2 SH

15 - 19 hours 1 SH

To be offered on a TBA basis

COE 1011-1013 Cooperative Education Work Experience I 1-3 SH

First supervised work experience which is done in a job setting related to the student's major field of study. Under the supervision of the Director of Cooperative Education and department chairperson.

COE 1021-1023 Cooperative Education Work Experience II 1-3 SH

(Prerequisite: COE 1011-1013) Second supervised work experience.

COE 1031-1033 Cooperative Education Work Experience III 1-3 SH

(Prerequisite: COE 1021-1023) Third supervised work experience.

COE 1041-1043 Cooperative Education Work Experience IV 1-3 SH

(Prerequisite: COE 1031-1033) Fourth supervised work experience.

Dental Assisting

DAS 1111 Orientation 1 SH

Beginning course in dental assisting. The development, function, status, and organization of the dental profession; and of the legal, ethical, moral and professional responsibilities of the dental assistant. (1 hr lecture)

The Courses

DAS 1124 Dental Materials 4 SH

Study of the physical and chemical properties of dental materials. Lab sessions include measuring, manipulating, and preparing dental materials for use in the dental operatory and dental laboratory. (3 hr lecture, 3 hr lab)

DAS 1133 Practice Management 3 SH

Comprehensive study of the dental office business procedures. Topics covered: patient contact, patient records, insurance, financial records, telephone usage, office management, and professional ethics. (3 hr lecture)

DAS 1143 Dental Health Education 3 SH

Study of the nutritional needs of the body. Emphasis on nutritional requirements for maintaining good oral hygiene. Comprehensive study of the dental assistant's responsibilities in patient education as related to good oral health. (3 hr lecture)

DAS 1213 Dental Science I 3 SH

Physiology, anatomy, and morphology as related to the oral cavity. Content organized to include a study of the body systems, the anatomy of the head and neck, and the form of each of the 32 teeth. (3 hr lecture)

DAS 1223 Dental Science II 3 SH

(Prerequisite: DAS 1213) Microbiology, embryology, pathology, and pharmacology as related to dentistry. Content organized to give the student basic information required for effective dental assisting. (3 hr lecture)

DAS 1314 Chairside Assisting I 4 SH

Comprehensive study of information relating to assisting at the dental chair. Laboratory sessions include all phases of chairside assisting from seating the patient to post operative care of the treatment room. (2 hr lecture, 6 hr lab)

DAS 1323 Chairside Assisting II 3 SH

(Prerequisite: DAS 1314) Continuation of the study of information related to assisting at the dental chair. Emphasis on techniques utilized in performing all dental procedures at the chair. Special consideration to assisting in the dental specialties. (2 hr lecture, 2 hr lab)

DAS 1333 Chairside Assisting III 3 SH

(Prerequisite: DAS 1314) Continuation of Chairside Assisting II. (2 hr lecture, 2 hr lab)

DAS 1413 Supervised Clinical Experience I 3 SH

Supervised clinical experience in an authorized dental clinic 16 hours per week plus one hour per week seminar with an instructor.

DAS 1422 Supervised Clinical Experience II 2 SH

One hundred and sixty clock hours of clinical experience in an authorized dental clinic plus one hour weekly seminar with an instructor.

DAS 1513 Radiology I 3 SH

Principles and safety precautions in dental radiology. Laboratory sessions include position-

ing, exposing, processing, and mounting bite-wing, occlusal, and periapical dental radiographs. (2 hr lecture, 3 hr lab)

DAS 1522 Radiology II 2 SH

(Prerequisite: DAS 1513) Continuation of Radiology I. Emphasis placed on clinical competence in exposing periapical radiographs. (2 hr lecture, 2 hr lab)

Diesel Technology

TDT 1113 Diesel Introduction 3 SH

Introduction to diesel fuel systems; a study of diesel lubricating systems, diesel cooling, air intake, and exhaust systems; and diesel electrical systems. (2 hr lecture, 2 hr lab)

TDT 1123 Maintenance and Electrical 3 SH

Diesel engine operation; maintenance of diesel lubricating and fuel systems; maintenance of diesel air, exhaust, and cooling systems; maintenance of diesel engines. (2 hr lecture, 2 hr lab)

TDT 1133 Diesel Cylinder Block 3 SH

Diesel engine disassembly; diesel cylinder block and components. (2 hr lecture, 2 hr lab)

TDT 1143 Diesel Engine Operation 3 SH

The function and maintenance of diesel cylinder heads, cylinder head components, and valve operating mechanism. Diesel fuel systems (specifications, testing, and troubleshooting); diesel intake systems and exhaust systems; diesel cooling and lubricating systems. (2 hr lecture, 2 hr lab)

TDT 1153 Diesel Engine Rebuild 3 SH

A complete coverage of diesel engine assembly; diesel engine tune-up and run-in; and analysis of diesel engines; and an introduction to diesel engine rebuilding. (2 hr lecture, 2 hr lab)

TDT 2115 Diesel Assembly, Inspection and Run-In 5 SH

Rebuild shop practices (diesel); diesel engine disassembly; and function, inspection, assembly, and rebuilding of diesel cylinder block group. Diesel accessory equipment and adaptations; and diesel engine testing and run-in. (2 hr lecture, 4 hr lab)

TDT 2213 Diesel Engine Cylinder Heads 3 SH

Diesel cylinder heads, cam followers, tappets, and rocker levels are included in this segment. Diesel Cummins PT fuel systems; diesel lubricating and cooling systems; and diesel drive units, intake and exhaust systems. (2 hr lecture, 2 hr lab)

TDT 2223 Gasoline Fuel and Ignition Systems 3 SH

Gasoline fuel systems and gasoline ignitions systems. (2 hr lecture, 2 hr lab)

TDT 2233 Gasoline Maintenance 3 SH

Tune-up of gasoline engines (diagnostics): gasoline engine maintenance, fuel system

The Courses

maintenance and overhaul engine maintenance, ignition system component maintenance and overhaul. (2 hr lecture, 2 hr lab)

TDT 2243 Diesel Brakes, Steering, Drive Systems 3 SH

Diesel air brake systems; diesel clutches, universals, propeller shafts, and axle assemblies; diesel transmissions; and diesel steering, springs, wheels, and tire. (2 hr lecture, 2 hr lab)

TDT 2314 Diesel Injection, Air Systems 4 SH

Diesel fuel systems; American Bosch systems; master injection systems; cooling air intake and exhaust systems. (2 hr lecture, 4 hr lab)

TDT 2324 Truck Lubricating, Overhaul, Air Conditioners 4 SH

Lubricating systems; engine maintenance; engine overhaul; and air conditioning (truck). (2 hr lecture, 4 hr lab)

Dietetic Assistant Program

DTT 1113 Food Service Systems Management I 3 SH

First in a series of four integrated courses in institutional food management. Overview of the basic fundamentals: food acceptance, food combinations, specification, selection, purchasing, storage, menu structure, food preparation, and legislation. (2 hr lecture, 2 hr lab)

DTT 1123 Food Service Systems Management II 3 SH

(Prerequisite: DTT 1113) Detailed study of quantity food preparation with emphasis on: quantity menu structure; food, service, and recipe standardization; food quality evaluation, utilization of left-overs; merchandising and promotion. Convenience foods and product development briefly surveyed. (2 hr lecture, 2 hr lab)

DTT 1133 Health Science and Medical Terminology for Dietetic Assistant 3 SH

A comprehensive coverage of the basic concepts of science and their relationship to normal and abnormal human structure and function. The major systems of the body discussed in detail. Includes terms related to all areas of medical science with emphasis on nutritional care. (3 hr lecture)

DTT 1213 Nutrition Care I 3 SH

Background understanding of food and habits in relation to nutrition. Emphasis on nutrition care throughout the life cycle, digestion, metabolism, and body functions. (3 hr lecture)

DTT 1223 Nutrition Care II 3 SH

Fundamentals of nutrition in health care. Instruction in routine hospital diets: food allowances and diet writing. Emphasis on terminology, diet foods, and patient tray set-up. (3 hr lecture)

DTT 1312 Health Field Study Seminar 2 SH

Guest speakers, field trips, and multi-media materials presented to define relationships ex-

isting between health care occupations. (2 hr lecture)

DTT 1413 Safety and Sanitation 3 SH

Detailed study into sanitary practices in food service. Emphasis on micro-organisms, food spoilage, foodborne illnesses, personal hygiene, safety standards. Cleaning procedures discussed. (3 hr lecture)

DTT 1511 Supervised Field Experience I 1 SH

Supervised observation in authorized health care facilities. Forty-five clock hours plus one hour per week seminar with instructor.

DTT 1522 Supervised Field Experience II 2 SH

Ninety clock hours of practical experience in an authorized facility plus one hour per week seminar with instructor.

DTT 1533 Supervised Field Experience III 3 SH

One hundred and thirty-five clock hours of practical experience plus one hour per week seminar with instructor.

DTT 2133 Food Service Systems Management III 3 SH

Detailed study of institutional food service organization and administration to cover administrative leadership; personnel management; cost control; data processing; employee selection, training, and scheduling. (3 hr lecture)

DTT 2341 Dietetic Seminar 1 SH

Research carried out by the student in major areas of Dietetics: the field, the roles, and responsibilities. (1 hr lecture)

DTT 2534 Supervised Field Experience IV 4 SH

One hundred and thirty-five clock hours of practical experience plus one hour per week seminar with instructor.

DTT 2544 Supervised Field Experience V 4 SH

One hundred eighty clock hours of practical experience plus one hour per week seminar with instructor.

Distribution & Marketing Technology

DMT 1193 Work Experience & Project 3 SH

Minimum of 200 hours of work experience in the summer as approved by the DMT Department and the employing firm. Written report or project also required. Course available to DMT students only. (1 hr lecture)

DMT 1211 Professional Development I 1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and

The Courses

social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

DMT 1221 Professional Development II 1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

DMT 1233 Salesmanship 3 SH

Salesman in relation to firm, products, and customers. Emphasis on the pre-approach, approach, demonstration, handling of objections, and the close of a sale. (3 hr lecture)

DMT 1243 Simulated Business Training I 3 SH

Introductory job procedures involving job application and interview, employer-employee relations, customer relations, company policies, rules, and regulations. Also experiences in selling, package wrapping, and cash register operation. (3 hr lecture)

DMT 1313 Business Mathematics 3 SH

Emphasis on the study of the fundamental processes, fractions, decimals, percentages, and problem solving. Application of fundamental processes to business problems. (3 hr lecture)

DMT 2113 Marketing 3 SH

Principles and problems of marketing goods and methods of distribution from the producer or manufacturer to the consumer. Types, functions, practices of wholesalers and retailers in the American marketing system, and efficient marketing techniques in the development and expansion of markets. (3 hr lecture)

DMT 2123 Textiles 3 SH

Study of basic textile terminology and textile fibers. Emphasis on identification, construction, and fabric finishes. (3 hr lecture)

DMT 2143 Advertising 3 SH

Role of advertising in a free economy. Place of advertising in the media of mass communication. Advertising appeals; product and marketing research; selection of media; means of testing the effectiveness of advertising; and advertising copy for various media. (3 hr lecture)

DMT 2163 Personnel Management 3 SH

Study of the objectives, functions, and organization of personnel programs. Emphasis on job evaluation, selection and placement, education and training, employee services and relationships, and management-labor relations. (3 hr lecture)

DMT 2173 Sales Management 3 SH

Study of successful sales executive's qualities and characteristics. Emphasis on pricing, distribution, promotion, and brand management; also managerial decisions involved in recruiting, selecting, training and motivating salesmen. (3 hr lecture)

DMT 2211 Professional Development III 1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

DMT 2221 Professional Development IV 1 SH

Coordination of DMT-related activities on the local level. Promotes leadership in civic and social functions. Includes participation in co-curricular activities on state and national levels. Available to DMT students only. (1 hr lecture)

DMT 2233 Fashion Merchandising 3 SH

Introduction to the field of fashion with emphasis on its historical development and trends, career opportunities, marketers, and merchandising methods. (3 hr lecture)

DMT 2243 Retailing I 3 SH

Introduction to retailing with emphasis on the organization of retail institutions. Personnel, buying, and merchandising functions. (3 hr lecture)

DMT 2253 Retailing II 3 SH

Continuation of Retailing I with emphasis on financial control, customer operations, sales promotion, store management, and other business functions. Attention to systematic problem-solving techniques. (3 hr lecture)

DMT 2263 Simulated Business Training II 3 SH

Selected experiences involving buying, sales promotion, inventory procedures, and marketing research. (3 hr lecture)

DMT 2273 Fashion Buying 3 SH

Comprehensive study of fashion buying principles designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise. (3 hr lecture)

DMT 2283 Fashion Design 3 SH

Fashion design history, color theory, and styling terminology. Emphasis on silhouette, color, and accessories. (3 hr lecture)

DMT 2513 Principles of Management 3 SH

Study of the basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in the business enterprise. (3 hr lecture)

DMT 2523 Marketing and Management Cases 3 SH

(Prerequisite: DMT 2113 and DMT 2513) Selected case studies in marketing and management to give the student greater depth in business decision making. (3 hr lecture)

DMT 2713 Principles of Real Estate 3 SH

A survey of the problems involved in the acquisition, transfer, operation, and management of real estate. (3 hr lecture)

The Courses

DMT 2723	Real Estate Law	3 SH
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The law of real property and the law of estate brokerage. (3 hr lecture)

DMT 2733	Real Estate Sales	3 SH
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A study of the methods and techniques employed by real estate salespersons in the sale and promotion of real estate. (3 hr lecture)

DMT 2743	Real Estate Appraisal	3 SH
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Methods, procedures, and evaluation techniques of appraising commercial and residential real property under various conditions. (3 hr lecture)

DMT 2753	Real Estate Finance	3 SH
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Analysis of real estate financing; includes sources and procedures for financing different types of real estate. (3 hr lecture)

Drafting Technology

TDR 1553	Fundamentals of Drafting	3 SH
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Instruction in use and care of instruments, drafting fundamentals, applied geometry, orthographic drawing and sketching, pictorial drawing and sketching, auxiliaries, sections and conventions, and technical lettering. (1 hr lecture, 5 hr lab)

TDR 1563	Machine Drafting	3 SH
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(Prerequisite: TDR 1553) Instruction in threads and fasteners, drawings and the shop, charts, graphs and diagrams, gears and cams, jigs and fixtures, and working drawings. (1 hr lecture, 5 hr lab)

TDR 1573	Building Construction Estimating	3 SH
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Current estimating principles and practices, application of the principles through the study of blueprints and specifications of buildings actually under construction, and legal documents related to the building industry. (3 hr lecture)

TDR 2233	Descriptive Geometry	3 SH
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(Prerequisite: TDR 1553) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other; and to apply these relationships in the solution of drafting problems. (1 hr lecture, 4 hr lab)

TDR 2454	Electrical - Piping - Sheet Metal Drafting	4 SH
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(Prerequisite: TDR 1553) Survey in the techniques, planning, and drafting of mechanical and electrical plans and objects. Efficient use of all common types of applicable handbooks, code books, and other standard references as an integral part of drafting. (2 hr lecture, 6 hr lab)

TDR 2516	Drafting Seminar	6 SH
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(Prerequisite: sophomore standing) Research carried out by the student in major area of drafting. Presentation of ideas in the form of drawings, models and other media as needed.

Emphasis on actual methods and practice as used in industry. (3 hr lecture, 6 hr lab)

TDR 2523 Supervised Field Experience I 3 SH

(Prerequisite: sophomore student majoring in technical drafting) Supervised and approved on-the-job training. (1 hr lecture, 15 hrs on -the-job training lab, minimum)

TDR 2533 Supervised Field Experience II 3 SH

(Prerequisite: sophomore student majoring in technical drafting) Supervised and approved on-the-job training. (1 hr lecture, 15 hrs on -the-job training lab, minimum)

TDR 2573 Electronic Drafting 3 SH

(Prerequisite: TRD 1553) Instruction in electronic and electrical symbols and application through drawings and schematic diagrams. (1 hr lecture, 5 hr lab)

TDR 2654 Structural Drafting 4 SH

(Prerequisite: TRD 1553) Instruction in basic principles and procedures of structural features such as buildings, bridges, and highway construction and structural steel. (2 hr lecture, 4 hr lab)

TDR 2806 Architectural Drafting and Design 6 SH

(Prerequisite: TRD 1553 & 2654) Instruction in principles and theory of design, use of modern construction materials, detail and quantity estimating of building costs, preparation of detail working drawings. (3 hr lecture, 6 hr lab)

TDR 2813 Building Construction Processes I 3 SH

(Prerequisite: TRD 1553) Materials of construction, their properties, manufacture, characteristics, and use. Emphasis on selection of materials, soils, masonry, wood, and steel. (1 hr lecture, 5 hr lab)

TDR 2823 Building Construction Processes II 3 SH

(Prerequisite: TRD 1553) Materials of construction with emphasis on plaster, roofing, sheetmetal, floor and wall covering, door and window hardware, paint, and glass. (1 hr lecture, 5 hr lab)

TDR 2903 Topographic Drawing 3 SH

(Prerequisite: TRD 1553) Interpretation, reduction, and recording of data gathered from surveying notes, lettering, symbols, and procedure for the production of maps. (1 hr lecture, 5 hr lab)

TDR 2923 Cartographic Drafting 3 SH

(Prerequisite: TRD 1553) Instruction in the basic principles of the art of map making, the processes and procedures used through all stages of map production, the correct use of the cartographer's tools and equipment, and the various reproduction methods employed. (2 hr lecture, 4 hr lab)

TDR 2953 Tool Design 3 SH

(Prerequisite: TMT 1614 and TDR 1563) Mass production methods and tools used in

The Courses

modern manufacturing. Laboratory study in designing cutting tools, gauges, jigs, fixtures, and dies. Production procedures related to use of industrial tools. (1 hr lecture, 4 hr lab)

TDR 2973 Surveying Practice I 3 SH

(Prerequisite: TRD 1553 and MAT 1313) Theory and field work in measurements, land surveying, and grading. Staking out lot lines, building lines, grade and utility lines. (1 hr lecture, 5 hr lab)

TDR 2983 Surveying Practice II 3 SH

(Prerequisite: TDR 2973) Continuation of TDR 2973 and TDR 2903 with emphasis on the development of sophisticated field methods, drafting techniques and applications. (1 hr lecture, 5 hr lab)

Economics

ECO 1133 Consumer Economics 3 SH

Introduction to basic concepts of economics and consumer behavior. Emphasis on basic economic principles and current economic problems and policies, consumer buying and budgeting, consumer credit acquisition and utilization, insurance, and estate planning. Applicable to applied science requirements in two-year secretarial science program. (3 hr lecture)

ECO 2113 Principles of Economics I 3 SH

Introduction to economic principles, problems, and policies with emphasis on the level of national income, employment, and prices. (3 hr lecture)

ECO 2123 Principles of Economics II 3 SH

(Prerequisite: ECO 2113) Continuation of ECO 2113, with emphasis on production, price, and distribution theory under various degrees of competition. (3 hr lecture)

Education

EDU 1211 College Orientation 1 SH

A discussion of academic regulations, student services, financial aid, veterans' procedures, student activities, graduation requirements, and other selected topics appropriate for student matriculation at Hinds Junior College. (2 hr lecture)

EDU 1311 Career Exploration 1 SH

To assist students in selecting a college major. Interest tests, personality inventories, and aptitude tests to help students choose careers. A variety of occupational learning experiences. (2 hr lecture)

Electronic Data Processing

EDP 1013 Introduction to Data Processing 3 SH

Survey of data processing from manual systems through computer systems. Emphasis on

practical application of data processing to business problems. An overview of the computer industry and computer programming. (3 hr lecture)

EDP 1111 Keypunch & Verifier 1 SH

Study of data organization, card coding, and keypunch operation as well as practice in actual keypunch operation. (2 hr lab for nine weeks)

EDP 1614 Keypunch Operation 4 SH

(Prerequisite: One year of high school typing or SSC 1103 and credit for or enrollment in EDP 1013) Designed to develop a proficiency in keypunch operation. Study of how to operate the keypunch and practice in keypunch operation. (1 hr lecture, 6 hr lab)

EDP 1714 Computer Operations 4 SH

(Prerequisite: EDP 1013) Designed to develop proficiency in computer operations. Some unit record operation and practice in utilizing utility programs and reacting to error situations on computer systems. Data control also practiced. (2 hr lecture, 4 hr lab)

EDP 1815 RPG Programming I 5 SH

(Prerequisite: EDP 1013) Designed to introduce the student to the Report Program Generator (RPG) programming language. Practice in writing, compiling, debugging, testing, and documenting RPG programs which utilize the basic features of the language. (2 hr lecture, 6 hr lab)

EDP 2123 Systems Analysis & Design I 3 SH

(Prerequisite: Credit for or enrollment in EDP 2815) Use of data processing equipment and management sciences meeting information needs of business. Development and design of data processing systems. Three stages in evolution of system, analysis of present information flow, systems specifications and equipment selections, implementation of system. (3 hr lecture)

EDP 2163 Systems Analysis & Design II 3 SH

(Prerequisite: EDP 2123) Continuation of EDP 2123. (3 hr lecture)

EDP 2815 COBOL Programming I 5 SH

(Prerequisite: EDP 1013) Designed to introduce the student to the Common Business Oriented Language (COBOL). Practice in writing, compiling, debugging, testing, and documenting COBOL programs which utilize the basic features of the language. Necessarily includes a study of flowcharting programs. (3 hr lecture, 4 hr lab)

EDP 2825 RPG Programming II 5 SH

(Prerequisite: EDP 1815, enrollment in EDP 2163) Continuation of EDP 1815. Includes use of most of the features of the RPG language. Special emphasis on systems of programs, multifile applications, and documentation. (2 hr lecture, 6 hr lab)

EDP 2835 COBOL Programming II 5 SH

(Prerequisite: EDP 2815, enrollment in EDP 2163) Continuation of EDP 2815. Includes use of most of the features of the COBOL language. Special emphasis on systems of programs, multifile applications, and documentation. (2 hr lecture, 6 hr lab)

The Courses

Electronics Technology

TEL 1323 Survey of Electronics 3 SH

Introduction to electron tubes and semiconductors. Non-mathematic treatment of most topics to provide the student with an understanding of electronic circuits. (3 hr lecture)

TEL 1333 Electronic Shop Practices 3 SH

Proper and correct use of hand tools. Soldering and desoldering techniques. Layout and construction of printed circuit boards. Safety practices. (3 hr lecture)

TEL 1356 Electricity for Electronics 6 SH

Basic study of direct and alternating current, magnetism, resistance, inductance, capacitance, and resonance. (3 hr lecture, 6 hr lab)

TEL 1376 Basic Electron Devices and Circuits 6 SH

Fundamentals of vacuum tubes and basic circuitry. Introduction to semiconductor principles and various semiconductor devices. Uses of these devices in representative circuits. (3 hr lecture, 6 hr lab)

TEL 2343 FCC Examination Preparation 3 SH

(Prerequisite: TEL 1356 and 1376) Intensive preparation for students planning to take 1st, 2nd, or 3rd Class radio-telephone examination. Both theory and mathematics. Periodic FCC type tests. (3 hr lecture)

TEL 2346 Digital Fundamentals 6 SH

(Prerequisite: TEL 1356, TEL 1376 or equivalent) Principles of waveshaping. Theory, analysis and design of discrete digital circuits. Extensive use of test equipment. Introduction to non-linear integrated circuits. (3 hr lecture, 6 hr lab)

TEL 2386 Basic Video Systems 6 SH

(Prerequisite: TEL 1356 and TEL 1376 or equivalent) Fundamentals of electronic systems employing video techniques. Diagnosis and repair of malfunctions in electronic apparatus. Emphasis on logical troubleshooting. (3 hr lecture, 6 hr lab)

TEL 2416 Electronics Communications Circuits 6 SH

(Prerequisite: TEL 1356 and TEL 1376 or equivalent) Basic principles of reception, transmission, modulation, demodulation, transmission lines and associated equipment. Covers FM and AM. Provides information useful in passing FCC examinations. (3 hr lecture, 6 hr lab)

TEL 2426 Digital Integrated Circuits 6 SH

(Prerequisite: TEL 1356, TEL 1376, or instructor's consent) Theory, analysis and application of modern integrated circuits to logic gates, arithmetic functions, counting, timing and display circuits. TTL and CMOS will be discussed. "Hands On" lab exercises in typical circuitry. (3 hr lecture, 6 hr lab)

The Courses

TEL 2443 Pulse Circuits 3 SH

(Prerequisite: TEL 1356 and TEL 1376 or equivalent) Non-sinusoidal oscillators. Triggering and gating circuits. Transients and wave-shaping circuits. (3 hr lecture)

TEL 2463 Computer Logic Analysis 3 SH

Number systems. Binary arithmetic and codes. Conversion methods. Analysis of circuits by Boolean algebra and Darnaugh maps. Basic logic circuitry. (3 hr lecture)

TEL 2466 Linear Integrated Circuits 6 SH

(Prerequisite: TEL 1356 and TEL 1376 or equivalent) Introduction to operational and differential amplifiers and their application in electronic circuits. Voltage regulators. Phase locked loops. (3 hr lecture, 6 hr lab)

TEL 2533 Programming Fundamentals 3 SH

(Prerequisite: TEL 3553 or instructor's consent) Programming of digital computers using machine language and BASIC. Hands-on programming of programmable calculators and a microcomputer. (3 hr lecture)

TEL 2556 Introduction to Microprocessors 6 SH

(Prerequisite: TEL 1356, TEL 1376 or instructor's consent) Introduction to microprocessors through the use of instruction sets. Software and machine language programming. Hands-on laboratory use of at least one type of microprocessor. (3 hr lecture, 6 hr lab)

Engineering

EGR 2123 Computer Programming for Engineering Students 3 SH

Introduction to the theory of digital computers. Computational techniques; computer programming using the Fortran language. Designed for engineering students. (3 hr lab)

EGR 2413 Engineering Mechanics 3 SH

(Prerequisite: PHY 2414 or 2313 and credit or registration in MAT 2613) Statics. (3 hr lecture)

English

So that students might receive appropriate instruction, all entering freshmen are tested and placed at a level where they can achieve course goals.

Available from the English Department is a brochure which explains department policy. Covered are such things as placement, grammar and usage testing, approaches in freshman

The Courses

composition and English literature, and independent study.

ENG 1103 Basic Studies in English 3 SH

Institutional credit only. Will not substitute for the English requirements in any curriculum. Stresses basic communication skills - writing of outlines, paragraphs, and summaries - with a review of mechanics, vocabulary, and sentence patterns included. (3 hr lecture)

ENG 1113 English Composition I 3 SH

Emphasis on the basic principles of composition with special attention given to the writing of expository papers. (3 hr lecture)

ENG 1123 English Composition II 3 SH

(Prerequisite: ENG 1113 or 1213) A continuation of the development of writing skills emphasized in the prerequisite course. Techniques of research documentation and synthesis of material are included. (3 hr lecture)

ENG 1213 Honors Composition I 3 SH

Substitutes for ENG 1113. Designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by invitation. (3 hr lecture)

ENG 1223 Honors Composition II 3 SH

(Prerequisite: ENG 1113 or 1213) Substitutes for ENG 1123. Builds upon the skills acquired in first semester composition. Special attention given to critical reading of selections from various literary genres, to written analyses based upon the selections, to using the library, and to documented research writing. Enrollment by recommendation. (3 hr lecture)

ENG 2223 American Literature I 3 SH

(Prerequisite: six semester hours in Freshman Composition) Survey of American literature from William Bradford's journal begun in 1630 through the romantic movement of the nineteenth century. Study of the great movements, philosophies, works and authors of the American heritage. (3 hr lecture)

ENG 2233 American Literature II 3 SH

(Prerequisite: six semester hours in Freshman Composition) Survey of American literature from the rise of realism in the nineteenth century through the works of present day American writers. Study of the great movements, philosophies, works, and authors of the American heritage. (3 hr lecture)

ENG 2323 English Literature I 3 SH

(Prerequisite: six semester hours in Freshman Composition) Survey of English literature from its beginning until 1798. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writing. (3 hr lecture)

ENG 2333 English Literature II 3 SH

(Prerequisite: six semester hours in Freshman Composition) Survey of English literature

from 1798 to present time. Acquaints the student with the great movements affecting English literary development and philosophies, the authors, and their writings. (3 hr lecture)

ENG 2353 Honors English Literature I 3 SH

(Prerequisite: six semester hours in Freshman Composition) Substitutes for ENG 2323. Designed for students who have a special interest in English literature and who have at least a **B** average in Freshman Composition. A study of English literature from its beginning until 1798. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2363 Honors English Literature II 3 SH

(Prerequisite: six semester hours in Freshman Composition) Substitutes for ENG 2333. Designed for students who have a special interest in English literature and who have at least a **B** average in Freshman Composition. A study of English literature from 1798 until the present. An individualized course which attempts to program the study of literature to the student's major interests and skills. Enrollment by recommendation. (3 hr lecture)

ENG 2913 Occupational Writing 3 SH

(Prerequisite: six semester hours in Freshman Composition or consent of instructor) Assesses the student's career goals and current on-the-job demands. An individualized writing program planned to complement those career goals to raise on-the-job writing efficiency. May cover wide range of types of writing such as minutes of business meetings, instruction manuals, brochures, book reviews, observation/experience/research articles, and articles for local, regional, and national periodicals. (3 hr lecture)

ENG 2923 Professional Writing 3 SH

(Prerequisite: six semester hours in Freshman Composition or consent of the instructor) Designed for students interested in writing as a marketable skill and in writing as a profession. Special emphasis given to meeting specific publishing requirements. Major focus on individual direction in creative writing, such as novels, short stories, poems, plays, television scripts, and magazine articles. (3 hr lecture)

Fire Protection and Safety Technology

TFS 1813 Introduction to Fire Technology 3 SH

Survey of and introduction to incidents of fire; the principles of fire prevention, suppression, and protection; a review of municipal fire protection ratings and components; survey of professional fire protection career opportunities. (2 hr lecture, 2 hr lab)

TFS 1823 State and Local Fire Laws 3 SH

Study of the law as it affects the fireman, duties, responsibilities, and authority as governed by law. (3 hr lecture)

TFS 1833 Fire Fighting Tactics and Strategy I 3 SH

Study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishment; the proper role for and utilization of various fire companies, preplanning fire tactics. (2 hr lecture, 2 hr lab)

The Courses

TFS 1843 Fire Fighting Tactics and Strategy II 3 SH

Study of the principles utilized on fire ground for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relation to crises. (2 hr lecture, 2 hr lab)

TFS 1853 Fire Protection Organization and Administration 3 SH

Principles of organization and administration in fire protection of municipal organizations; duties and responsibilities of the company officer; a study of company personnel management and training, budgeting, records and reports, and public relations. (3 hr lecture)

TFS 1863 Fire Prevention and Investigation 3 SH

Survey of the principles of fire prevention and investigation; study of fire hazards in various occupancies, a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection, to include surveying and mapping, recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location and preservation of evidence. (2 hr lecture, 2 hr lab)

TFS 2813 Basic Electricity for Firemen 3 SH

Study of the theory of electricity, as applied to electrical installations. Study of basic circuits, over-current protection, and control devices that are used in residential, industrial, and fire alarm applications. Emphasis on proper installation to conform to National Electrical Code requirements. Study of the types of fixed extinguishing systems, standard and special fire alarm and fire detection systems, their operation, installation requirements, testing, inspection and maintenance. (2 hr lecture, 2 hr lab)

TFS 2823 Hydraulics 3 SH

Study of fluids in motion and at rest. Behavior and effects of water in and through appliances, pumps, and pipes. Practical application of principles and calculations. (2 hr lecture, 2 hr lab)

TFS 2833 General Insurance 3 SH

Fundamental course covering all fields of insurance. Philosophy and principles of insurance, contracts, endorsements, assignments, rate charging, reserves, and state supervision. Fire and casualty insurance emphasized, types of policies, selection, rate making, settlement of claims, handling of risk, and self-insurance, types of rating schedules, and methods of determining fire rating classification. (3 hr lecture)

TFS 2843 Inspection Principles and Practices 3 SH

Study of the fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. Reports including maps and sketches of each building inspected. On-the-site inspection of buildings to locate hazards and to recommend safe practices and improvements. (2 hr lecture, 2 hr lab)

TFS 2853 Water Distribution 3 SH

Sprinkler and Standpipe Systems. Measurement of fluid flow and methods of determining quantities of water available from a distribution system. Efficiency in fluid movement and system design. Types of sprinkler and standpipe systems, codes governing installation, water supply requirements, testing, inspection, and maintenance. (2 hr lecture, 2 hr lab)

TFS 2863 Drafting and Blueprint Reading for Firemen 3 SH

Interpretation of architectural drawings for code requirements, classifications, building materials, heating and cooling systems, and safety requirements. In a laboratory experience, practical experience in the interpretation of drawings. (1 hr lecture, 4 hr lab)

TFS 2873 Industrial Hazards and Fire Prevention 3 SH

Study of hazardous processes in industries such as petroleum, furniture, chemical, metal, and textile, and the protection and precautions needed for personnel and property safety. Hazards related to heating plants, electrical systems, and storage in all industries. (2 hr lecture, 2 hr lab)

TFS 2883 Hazardous Materials 3 SH

Identification, handling, and fire-fighting practices of explosives, toxic substances, and radioactive materials in storage or in transit. (2 hr lecture, 2 hr lab)

TFS 2913 Fire Codes and Building Construction 3 SH

Study of codes and standards used in building and transportation; role of State Fire Officials; fixed fire protection devices; survey of research and standards developments. (3 hr lecture)

TFS 2923 Chemistry and Radiation Hazards 3 SH

Intensive study and analysis of the special hazards encountered in the chemical and petroleum industries, radiation hazards, effects of radiation on humans, exposure control, uses of radio-active materials, transportation, storage, application of special inspection procedures. (3 hr lecture)

TFS 2933 Fire Protection Law 3 SH

Study of law in relation to fire protection. Torts, term and contract studies by case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, and other tasks. Pertinent laws, ordinances, and codes and the responsibilities and powers of the individual organization concerning enforcement. (3 hr lecture)

TFS 2943 Industrial Safety and Security 3 SH

Fundamental study of industrial safety records, development of safeguards, accident costs and causes, job safety analysis, plans designed for safety and safety maintenance. Methods of eliminating hazards including color coding, guards, and personnel protective equipment. Study of the precautions and safeguards essential to protecting lives during fires in various types of occupancies. Exit code requirements, personnel protective devices, and practical safeguards. Review of case histories of fires and explosions resulting in loss of life to determine how these tragedies can be prevented. (3 hr lecture)

TFS 2953 Emergency Lifesaving Techniques 3 SH

Study of basic concepts in search techniques of lost or trapped personnel, first-aid to injured personnel, transportation of sick or injured personnel, and rescue of personnel under unusual emergency conditions. (2 hr lecture, 2 hr lab)

TFS 2963 OSHA Laws and Federal Standards 3 SH

(Prerequisite: TFS 2943 or instructor approval) Individual project work, supervised by authorities in the selected field of study. The student will conduct individual study in a selected

The Courses

specialization and prepare an in-depth study describing research. Interpretations of the OSHA law given emphasis. Research results will be designed to interpret and/or influence the Federal Standards as they affect local industries. (1 hr lecture, 4 hr lab and field work)

Geography

GEO 1123 Introduction to Geography 3 SH

With a national basis, a broad survey of cultural, political, economic, and physical geography; social and environmental problem areas of the world; place-name studies; films, readings, and discussions; quizzes and written reports. (3 hr lecture)

Geology

GLY 1111 Physical Geology Laboratory 1 SH

Laboratory course which may accompany GLY 1113. Study of the common rocks and minerals and topographic maps and geologic maps. Required for geology majors. (2 hr lab)

GLY 1113 Physical Geology 3 SH

Study of the earth, its materials and forces acting upon them, and the landforms and their development. (3 hr lecture)

GLY 1121 Historical Geology Laboratory 1 SH

(Prerequisite: GLY 1111) Laboratory course which may accompany GLY 1123. Study of fossils and of geologic maps. Required for geology majors. (2 hr lab)

GLY 1123 Historical Geology 3 SH

Study of the earth, its history and development and its life, as revealed by the character and fossil content of rock. (3 hr lecture)

Graphics

GRA 1142 Graphic Communications 2 SH

Theory and practice in engineering drawing to enable the student to visualize and produce acceptable freehand and mechanical drawings as required in the course of study. (1 hr lecture, 5 hr lab)

GRA 1152 Visualization and Graphic Design 2 SH

(Prerequisite: GRA 1142 or its equivalent) Theory and problems designed to develop the ability to visualize points, lines, and surfaces in space; to relate them to each other; and to apply these relationships in the solution of engineering problems. (Same as descriptive geometry.) (2 hr lecture, 3 hr lab)

GRA 1163 Architectural Pictorial Delineation 3 SH

(Prerequisite: GRA 1142 or equivalent drafting experience) Theory and practice of perspective, light, shade and shadows, and entourage. To pictorially render planned architectural structures for visualization and client presentation. (2 hr lecture, 4 hr lab)

Health, Physical Education, Recreation

HPR 1111 General P.E. Activities I 1 SH

Includes individual and team sports, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis, archery, basketball, volleyball, badminton, softball, exercise, tumbling and stunts, contemporary folk and square dance, modern dance and modeling, golf, bicycling, weight lifting, touch football, soccer, recreational swimming, life saving, beginning swimming, jogging, weight control, trampoline, karate, and varsity athletics. (2 hr lab)

HPR 1121 General P.E. Activities II 1 SH

Includes individual and team sports, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis, archery, basketball, volleyball, badminton, softball, exercise, tumbling and stunts, contemporary folk and square dance, modern dance and modeling, golf, bicycling, weight lifting, touch football, soccer, recreational swimming, life saving, beginning swimming, jogging, weight control, trampoline, karate, and varsity athletics. (2 hr lab)

HPR 1213 Personal and Community Health 3 SH

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. (3 hr lecture)

HPR 1313 Introduction to Health, Physical Education and Recreation 3 SH

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of students to opportunities in the field. (3 hr lecture)

HPR 1551 Law Enforcement Fitness I 1 SH

Rules and regulations of competitive sports, latest techniques of body exercises (calisthenics), and efficient use of modern firearms utilized by law enforcement agencies. Off-campus course open only to police science majors. (34 hr lecture & lab per semester)

HPR 1551 Law Enforcement Fitness II 1 SH

Rules and regulations of competitive sports, latest techniques of body exercises (calisthenics), and efficient use of modern firearms utilized by law enforcement agencies. Off-campus course open only to police science majors. (34 hr lecture & lab per semester)

HPR 1571 Hi-Stepper I Training Group 1 SH

(Prerequisite: Approval of instructor and a physical examination) Elementary dance techniques designed to prepare students for the regular Hi-Stepper group. Dance training includes classical ballet exercises, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

The Courses

HPR 1581 HI-Stepper II Training Group 1 SH

(Prerequisite: Approval of instructor and a physical examination) Elementary dance techniques designed to prepare students for the regular HI-Stepper group. Dance training includes classical ballet exercises, modern jazz rudiments, and precision marching. Emphasis placed on self-improvement of individual students, including posture correction, make-up, modeling, and figure control. (5 hr lab)

HPR 2111 General P.E. Activities III 1 SH

Includes individual and team sports, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis, archery, basketball, volleyball, badminton, softball, exercise, tumbling and stunts, contemporary folk and square dance, modern dance and modeling, golf, bicycling, weight lifting, touch football, soccer, recreational swimming, life saving, beginning swimming, jogging, weight control, trampoline, karate, and varsity athletics. (2 hr lab)

HPR 2121 General P.E. Activities IV 1 SH

Includes individual and team sports, rhythms and recreational activities. Divided into units that coincide with the regular nine-weeks school term according to the season, each unit complete within itself. Units include: beginning and intermediate tennis, archery, basketball, volleyball, badminton, softball, exercise, tumbling and stunts, contemporary folk and square dance, modern dance and modeling, golf, bicycling, weight lifting, touch football, soccer, recreational swimming, life saving, beginning swimming, jogging, weight control, trampoline, karate, and varsity athletics. (2 hr lab)

HPR 2212 First Aid 2 SH

Instruction and practice in methods prescribed in the American Red Cross Multi-Media and Standard courses. (2 hr lecture)

HPR 2221 Water Safety and Lifesaving 1 SH

(Prerequisite: Qualified swimmer) American Red Cross Advanced Lifesaving course with emphasis toward certifying lifeguards for swimming areas. (2 hr lab)

HPR 2323 Recreational Leadership 3 SH

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. (3 hr lecture)

HPR 2423 Football Theory 3 SH

(Prerequisite: Practice with intercollegiate football squad) Theoretical study of football, offensive, defensive, including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. (3 hr lecture)

HPR 2433 Basketball Theory 3 SH

(Prerequisite: Practice with intercollegiate basketball squad) Theoretical study of basketball, offensive and defensive, including the study and teaching of fundamentals and team organization. (3 hr lecture)

HPR 2443 Athletic Training and Treatment of Injuries 3 SH

Practical study of safety and first aid, taping, bandaging, and use of heat, light, and water in

the treatment and prevention of injuries; conditioning athletes as to diet, rest, work, and proper method of procedures in training for sports. (3 hr lecture)

HPR 2571 Hi-Stepper III 1 SH

(Prerequisite: Approval of instructor) Regular performing Hi-Stepper group. Participation in this group includes satisfactory mastering of advanced dance routines and precision drills for appearances at state and national programs of a civic nature and at football games, parades, and conventions. Continued course in self-improvement and choreography. Required uniform: white shorts, long-sleeved T-shirt, and white boots. (5 hr lab)

HPR 2581 Hi-Stepper IV 1 SH

(Prerequisite: Approval of instructor) Regular performing Hi-Stepper group. Participation in this group includes satisfactory mastering of advanced dance routines and precision drills for appearances at state and national programs of a civic nature and at football games, parades, and conventions. Continued course in self-improvement and choreography. Required uniform: white shorts, white long-sleeved T-Shirt, and white boots. (5 hr lab)

History

HIS 1113 Western Civilization I 3 SH

Survey of the history of man - government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. (3 hr lecture)

HIS 1123 Western Civilization II 3 SH

Continuation of HIS 1113 including European colonizations and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second World conflict; the Second World War; recent international developments. (3 hr lecture)

HIS 1143 Honors Western Civilization I 3 SH

Substitutes for HIS 1113. Survey of the history of man, government, economic, social, religious, intellectual, and esthetic activities from the earliest time to the middle of the seventeenth century. Special projects and recitation required. Instructor approval required. (3 hr lecture)

HIS 1153 Honors Western Civilization II 3 SH

Substitutes for HIS 1123. Continuation of HIS 1143 including European colonizations and imperialism in Asia, in Africa, and in the Americas; revolutionary movements of the 18th and 19th centuries; the movements leading to World War I, the aftermath of the war, the global events preceding the second World conflict; the Second World War; recent international developments. Special projects and recitations required. Instructor approval required. (3 hr lecture)

HIS 2213 American (US) History I 3 SH

Survey of political, economic, and social development to 1877. (3 hr lecture)

The Courses

HIS 2223 American (US) History II 3 SH

Continued survey of political, economic, and social development since 1877. (3 hr lecture)

HIS 2243 Honors American (US) History I 3 SH

Substitutes for HIS 2213. Survey of political, economic, and social developments to 1877. Special projects and recitations required. Instructor approval required. (3 hr lecture)

HIS 2253 Honors American (US) History II 3 SH

Substitutes for HIS 2223. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. Instructor approval required. (3 hr lecture)

Home Economics

HEC 1213 Food Selection & Preparation 3 SH

Practical knowledge of nutrition and its relation to health. Principles of food selection. Meal planning, preparation, and service. Principles of cookery stressed. Required of majors in home economics and institutional management. Elective for others. (1 hr lecture, 4 hr lab)

HEC 1242 Survey Course in Nutrition (Non-Majors) 2 SH

Planned for non-home economics majors. Nutritional needs of the body and proper selection of foods emphasized. Laboratory experiences in modern preparation and serving family meals. (1 hr lecture, 2 hr lab)

HEC 1253 Nutrition 3 SH

Food and eating habits in relation to adequate nutrition. Application of nutrition to the life cycle, digestion, metabolism and body functions. (3 hr lecture)

HEC 1313 Elementary Clothing 3 SH

Application of art principles in individual planning and buying. Emphasis on standards for selection and construction of various fabrics. Experiences in constructions, presentation of garments, and use of equipment. Required of majors in home economics. Elective for others. (1 hr lecture, 4 hr lab)

HEC 1332 Survey Course in Clothing (Non-Majors) 2 SH

Planned for non-home economics majors. Study of appropriate dress with emphasis on standards for selection and construction of clothing. Garments constructed in the laboratory. (1 hr lecture, 2 hr lab)

HEC 2213 Meal Management 3 SH

(Prerequisite: HEC 1213) Continuation of the study of the body's need for food. Emphasis on more advanced meal planning, preparation, service, and preservation of food. Scientific principles of cookery stressed. (1 hr lecture, 4 hr lab)

HEC 2223 Quantity Food Preparation 3 SH

Designed to give experience in menu planning, records, food buying and preparing and serving food at quantity levels. (2 hr lecture, 2 hr lab)

HEC 2313 Clothing Construction 3 SH

(Prerequisite: HEC 1313) Study of fibers, weaves, fabric finishes, and care of textiles. Further principles of selection and construction applied to various fabrics. Advanced techniques of construction with emphasis on basic tailoring. (1 hr lecture, 4 hr lab)

HEC 2413 Introduction to Home Furnishings 3 SH

Study of housing standards, factors influencing the selection of family shelter, house planning in relation to needs and income, and the selection and arrangement of household furniture and furnishings. (3 hr lecture)

HEC 2513 Diet in Disease 3 SH

(Prerequisite: HEC 1253) A study of diseases influenced by diet and dietetic treatment of each disease. (3 hr lecture)

HEC 2813 Marriage and Family Living 3 SH

Designed to give a better understanding of the factors that contribute to success and happiness in family relationships. Preparation for marriage; functions of modern homes; social and community influences; adjustment for family living. Readings to supplement the text. Open to men and women. (3 hr lecture)

Hotel, Motel and Restaurant Management

HMR 1612 Orientation for Hospitality Industry 2 SH

Seminar of lectures and discussions on opportunities, trends, problems and organizations in the hospitality field. Guest speakers from the industry to address the class on the current problems and opportunities. (2 hr lecture)

HMR 1713 Hotel-Motel Front Office Procedures 3 SH

Detailed study of the functions pertaining to Front Office operation. Interpretation of internal systems and an understanding of the duties of Room Clerk, Reservation Clerk, Mail Clerk, Cashier, Night Auditor, and Service. Student projects and field trips required. (3 hr lecture)

HMR 1814 Basic Food Preparation 4 SH

Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage, and preparation. (1 hr lecture, 6 hr lab)

HMR 1824 Quantity Food 4 SH

(Prerequisite: HMR 1814) Continuation of study in food preparation with emphasis on quantity preparation. Special instruction in the arts of food preparation. Ice carving, special sauces, cake decoration, hors d'oeuvres trays, gum paste, display food pieces. Demonstration by area chefs. (1 hr lecture, 6 hr lab)

HMR 1833 Hotel-Motel Restaurant Accounting 3 SH

Detailed study in accounting and systems as identified with the industry. Interpretation and value of cost controls. Taxes, licenses and regulations of beverages. Inventory controls. (3 hr lecture)

The Courses

HMR 1843	Hospitality Business Mathematics	3 SH
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Emphasis on the study of the fundamental processes, fractions, decimals, percentages, and problem solving. Application of fundamental processes to business problems of the hospitality industry. Food costing, labor costing, profit and loss. (3 hr lecture)

HMR 2113	Profitable Food and Beverage Management I	3 SH
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Management responsibilities, menu writing and planning. Food purchasing, receiving, and storage procedures. Food and Beverage Service in various types of food establishments. (3 hr lecture)

HMR 2123	Profitable Food and Beverage Management II	3 SH
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(Prerequisite: HMR 2113) Employee training and food preparation. Beverage purchase and service. Banquets. Kitchen planning for food establishments. Aspects for food control. Payroll control. Production schedules. Attention to proper use and maintenance of equipment. Heavy emphasis on institutional food service. (3 hr lecture)

HMR 2143	Principles of Management for the Hospitality Industry	3 SH
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Basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in the food service, hotel, or motel enterprise. (3 hr lecture)

HMR 2155	Hotel, Motel, Restaurant Training	15 SH
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Actual work experience in the hospitality industry to better understand problems faced by management. Available to HMR students only. (24 hr clinical experience, 3 hr lecture)

HMR 2414	Sales, Marketing, and Promotion	4 SH
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Methods and tools used in convention sales. Importance of convention and group business to certain properties. Promotion methods and ideas, student projects, guest speakers, films, field trips, and industry tours. (4 hr lecture)

HMR 2844	Safety, Sanitation and Housekeeping	4 SH
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Various causes and prevention of accidents in the hospitality industry. Effective methods of sanitary control for food establishments. Familiarization with duties and responsibilities of the executive housekeeper. (3 hr lecture, 2 hr lab)

Interpreter Training for the Deaf

ITD 1113	Introduction to Interpreting	3 SH
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Survey of the basic theories, guidelines, principles and practices of interpreting, including the interpreter code of ethics, role of the interpreter, physical setting and compensation. The course includes an evaluation of the student's basic signing skills. (3 hr lecture)

ITD 1123	Psycho-Social Aspects of Deafness	3 SH
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Considers effects of prelingual and postlingual deafness of hearing impairment on the psychological and emotional development and adaption of the individual to deafness. Cognitive and linguistic development, personality, interpersonal behavior and social reactions

and possible compensatory processes in other sensory systems*of the body. (3 hr lecture)

ITD 1133 Overview of Manual Communication 3 SH

A study of the history of education and welfare of the deaf from the early beginning in Europe to the present day with emphasis on the development of sign language systems and finger-spelling. A thorough discussion of the present-day systems as they relate to communication techniques. (3 hr lecture)

ITD 1143 Expressive Interpreting I 3 SH

Techniques of interpreting in vocational rehabilitation, mental health, and social services situations. Discussion on the responsibilities of the interpreter, orientation to each situation, the physical setting, vocabulary, ethics and linguistics required for each situation. Special requirements and techniques for oral interpreting and deaf/blind interpreting. (3 hr lecture)

ITD 1153 Reverse Interpreting I 3 SH

Study of the principles and problems of interpreting the manual, oral, and written communications of deaf persons into spoken and written English equivalent. Presentation of all types of situations requiring reverse interpreting using all forms of communication systems deaf individuals use. (3 hr lecture)

ITD 2113 Sign Systems 3 SH

Thorough study of American Sign Language including basic sign language idioms and colloquialisms in conversational signs. Study of the various sign systems stressing signed English to clarify and define the various systems. Includes the rationale and criterion for sign selection in each system. (3 hr lecture)

ITD 2211 Community Resources for Interpreters 1 SH

Introduction to the various community resources available to the interpreter as he/she functions in the role of the interpreter. Includes community resources to the interpreter and referral resources for the deaf individual. (1 hr lecture)

ITD 2223 Expressive Interpreting II 3 SH

Techniques of interpreting in educational, medical and legal situations. Discussion on the responsibilities of the interpreter, orientation to each situation, the physical setting, vocabulary, ethics, and linguistics required by each situation. (3 hr lecture)

ITD 2233 Reverse Interpreting II 3 SH

Advance study and practice of reverse interpreting of manual, oral, and written communications of deaf individuals into written and spoken English equivalent. Primarily a practice course using films, video tapes and deaf individuals stressing all types of situations and communication levels. (3 hr lecture)

ITD 2312 Audiology and Etiology of Deafness 2 SH

A study of audiology principles including the use of an audiometer, audiological vocabulary, reading and audiogram, types of hearing losses, medical treatment of types of hearing losses, and the use of a hearing aid. Etiologies of deafness and their relationship to hearing loss with particular study of hereditary deafness. (2 hr lecture)

The Courses

ITD 2323 Artistic Interpreting 3 SH

Study of the principles and techniques of artistic interpreting including literary and musical works. (3 hr lecture)

ITD 2413 Seminar on Professional Interpreting 3 SH

An open discussion period, with emphasis on ethics and a sharing of practical experiences and problem solving in the field of interpreting. Discussion of attitudes concerning working with deaf people and the responsibilities of the interpreter to the larger community. (3 hr lecture)

ITD 2426 Interpreting Practicum 6 SH

Observation of the interpreting process in various settings and the use of interpreting skills in practical applications with deaf persons, under the supervision and evaluation of experienced interpreters. Emphasis placed on expressive interpreting and translating, reverse interpreting, interpreting for non-verbal persons and ethics of interpreting. Each interpreter trainee will be assigned 45-50 interpreting hours. (3 hr lecture, 6 hr lab)

Journalism

JOU 1213 Practical Journalism 3 SH

(Prerequisite: JOU 1313) Laboratory course devoted to practical journalistic methods as exemplified in the student newspaper, yearbook, and off-campus publications. Experience in make-up, headlining, copyreading, proof-reading, page proof-reading, and news evaluation. (2 hr lecture, 2 hr lab)

JOU 1313 Principles of Journalism I 3 SH

Fundamentals of newspaper writing, combined with actual working experience on the staff of the *HINDSONIAN*, semi-weekly student publication. Basic training in simple and complex news writing, society and sports writing, feature writing, editing, and editorial writing. (3 hr lecture)

JOU 1323 Principles of Journalism II 3 SH

Preparation of advertising copy and layouts for newspapers, agencies, and retail advertising. Types of layouts; copy writing and proofreading, with emphasis on proof marks. (3 hr lecture)

Mathematics

Students who plan to major in mathematics and other students for whom algebra and trigonometry may be deficiency courses are advised to take the proficiency test(s) in algebra and/or trigonometry to determine whether they can begin their college mathematics with the Calculus sequence. Information concerning the administration of the proficiency test may be obtained from the counseling office or the Mathematics Department.

Students who do not wish to (or cannot) begin their college mathematics with Calculus and who have the prerequisites are encouraged to enroll in MAT 1346 in place of MAT 1313 and MAT 1323.

MAT 1103 Basic Mathematics 3 SH

(Prerequisite: Math Placement Level 1) Institutional credit only. Review of fundamental arithmetic operations, integers, fractions, decimals, exponents. Will not substitute for the mathematics requirements in any curriculum. Designed for students whose preparation in arithmetic skills is inadequate for MAT 1233. (3 hr lecture)

MAT 1233 Intermediate Algebra 3 SH

(Prerequisite: Math Placement Level 3) Exponents and radicals; quadratic equations; polynomial equations; inequalities; relations and functions; systems of equations. (3 hr lecture)

MAT 1303 Elementary Algebra 3 SH

(Prerequisite: Math Placement Level 2) Signed numbers, polynomials, factoring, first degree equations in one variable, rational expressions. Will not substitute for the mathematics requirements in any Program of Study. Institutional credit only. (3 hr lecture)

MAT 1313 College Algebra 3 SH

(Prerequisite: Math Placement Level 4) Real and complex numbers; equations and inequalities in one variable; systems of equations and inequalities in two or more variables; relations, functions and graphs; theory of equations; the binomial theorem; and other selected topics. (3 hr lecture)

MAT 1323 Trigonometry 3 SH

(Prerequisite: Math Placement Level 4) Trigonometric functions; functions of the composite angle; trigonometric equations; logarithms; radian measure; solution of right triangles; solution of oblique triangles; inverse trigonometric functions; complex numbers. (3 hr lecture)

MAT 1333 Finite Mathematics 3 SH

(Prerequisite: MAT 1313) Introduction to logic, set theory, systems of linear equations, probability theory, linear programming, and game theory with applications oriented toward business decision-making and the behavioral sciences. (3 hr lecture)

MAT 1346 Elementary Functions 6 SH

(Prerequisite: 2 credits of high school algebra and 1 credit in high school advanced mathematics with a minimum grade of **B** in each) Encompasses college algebra and trigonometry. Topics included: polynomial, rational, trigonometric, logarithmic and exponential functions; introduction to limits and continuity; applications of trigonometry. (6 hr lecture)

MAT 1443 Mathematics for Teachers I 3 SH

(Prerequisite: Math Placement Level 3 and sophomore standing) Structure and development of the number systems. Intended for elementary and special education majors and for secondary education majors exclusive of those planning to teach secondary mathematics or science. (3 hr lecture)

MAT 1453 Mathematics for Teachers II 3 SH

(Prerequisite: MAT 1443) Continuation of Mathematics for Teachers I. Informal geometry, measurement and basic ideas of probability. (3 hr lecture)

The Courses

MAT 1613 Calculus I 3 SH

(Prerequisite: credit for or registration in MAT 1313 and 1323 or MAT 1346 or the equivalent) First in a series of four integrated courses in analytic geometry and calculus. The coordinate systems; basic theorems of analytics; functions; limits; the derivative; differentiation of algebraic functions; applications of derivatives. (3 hr lecture)

MAT 1623 Calculus II 3 SH

(Prerequisite: MAT 1613) Maxima and minima, antiderivatives, the definite integral, applications of definite integrals, transcendental functions. (3 hr lecture)

MAT 1753 Liberal Arts Mathematics 3 SH

(Prerequisite: Math Placement Level 3) Designed for students who need only three hours of unspecified mathematics. Includes basic mathematical concepts from logic algebra, number theory, statistics, and modern applications. (3 hr lecture)

MAT 2113 Introduction to Linear Algebra 3 SH

(Prerequisite: MAT 1623) Vector spaces; matrices; linear transformations; systems of linear equations; determinants; characteristic values and characteristic vectors. (3 hr lecture)

MAT 2613 Calculus III 3 SH

(Prerequisite: MAT 1623) Conics; techniques of integration; parametric equations and vectors in the plane; improper integrals; indeterminate forms. (3 hr lecture)

MAT 2623 Calculus IV 3 SH

(Prerequisite: MAT 2613) Solid analytic geometry; vectors in three-dimensional space; partial differentiation; multiple integrals; infinite series; introduction to differential equations. (3 hr lecture)

MAT 2913 Differential Equations 3 SH

(Prerequisite: credit for or registration in MAT 2623) Differential equations of the first order and first degree; applications; linear differential equations of higher order; numerical methods; differential equations of the first order and not of the first degree; solutions in series; systems of partial differential equations; partial differential equations of the first order; the Laplace transformation. (3 hr lecture)

Mechanical Technology

TMT 1403 Fundamentals of Machine Shop 3 SH

Instruction and practice in use of machine tools and welding. (2 hr lecture, 2 hr lab)

TMT 1614 Manufacturing Processes 4 SH

Survey of modern industrial practices and procedures in the forming and fabrication of metals and non-metals. Instruction designed to develop familiarity in setup and operation of machine tools and equipment. Emphasis on nomenclature, handbooks, charts, tables, and calculations necessary to determine machine or process capabilities in production. (2 hr lecture, 4 hr lab)

TMT 1622 Materials of Industry 2 SH

Origin, extraction, processing, and application of modern industrial materials. Includes metals and their alloys, wood, fuels, lubricants, cutting fluids, solvents, adhesives, abrasives, and plastics. (2 hr lecture)

TMT 1634 Manufacturing Processes 4 SH

(Prerequisite: TMT 1614) Survey of machine tool operations and finishing processes employed in modern operations. Emphasis on production equipment. (2 hr lecture, 4 hr lab)

TMT 1643 Inspection Techniques 3 SH

Classroom and laboratory examination of basic principles of modern industrial inspection tools and methods. Special emphasis on calibration and care of all measuring instruments. (2 hr lecture, 2 hr lab)

TMT 2623 Introduction to Quality Control 3 SH

Key elements of quality control in present day industry; (1) the extent of quality control activity throughout the entire company system; (2) the planning, organizing, integrating, and measuring of quality control activity; (3) the accomplishment of quality control work; (4) the tools, techniques, and procedures used in quality control. (3 hr lecture)

TMT 2633 Physical Testing 3 SH

Instruction in the correct use of and the theory related to the use of the tensile, fatigue, impact, and torsion testing machine. (1 hr lecture, 4 hr lab)

TMT 2643 Mechanisms 3 SH

(Prerequisite: TRS 1613 and 1623) Concepts of basic mechanisms found in mechanical and electrical systems. Gears, cams, linkages and other power transmission devices. Laboratory to provide practical application of mechanisms. (2 hr lecture, 2 hr lab)

TMT 2653 Metallurgy 3 SH

(Prerequisite: Sophomore standing) Basic study of ferrous and non-ferrous metals. Properties of metals, alloys, iron and steel, shaping and forming metals, heat treatment and surface treatments. Practical experience through performing heat treating operations in the laboratory. (2 hr lecture, 2 hr lab)

TMT 2663 Motion and Time 3 SH

(Prerequisite: Sophomore standing) Introduction to techniques used in determining the most economical way of doing a specific piece of work through a systematic study of methods, materials, tools, and equipment. Laboratory activities in the analysis of the fundamental and physical motions, the practice of dividing operations into elements, and time study observations. (2 hr lecture, 2 hr lab)

TMT 2673 Hydraulics and Pneumatics 3 SH

(Prerequisite: Sophomore standing) Basic principles and applications of hydraulic power, its adaptability to modern machine tools, and its advantages over conventional methods. (2 hr lecture, 2 hr lab)

The Courses

TMT 2683	Strength of Materials	3 SH
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Lecture and laboratory study of the stressing and deformation of modern industrial materials. (2 hr lecture, 2 hr lab)

TMT 2694	Production Planning and Problems	4 SH
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(Prerequisite: Sophomore standing and TMT 1634) Examination of the factors involved in cost estimating. Identification of production problems and techniques of solution in lecture. Production control and comprehensive problems. (1 hr lecture, 6 hr lab)

TMT 2723	Statistical Concepts I	3 SH
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Detailed treatment of industrial statistics as applied to quality control. Frequency distribution, dispersion, probability, sampling process chart, correlation, and hypothesis testing techniques developed and discussed. (3 hr lecture)

TMT 2733	Statistical Concepts II	3 SH
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Continuation of TMT 2723 with emphasis on current technological development for quality control. (3 hr lecture)

TMT 2743	Quality Control Application	3 SH
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Quality control theory and application as used in engineering practices. Emphasis on verification of process and product quality at the processing level. (3 hr lecture)

TMT 2753	Quality Control Reliability	3 SH
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Survey course presenting concepts to modern reliability requirements and practical application of these concepts within the manufacturing process and the product's operational use. Statistical techniques for predicting product reliability. (3 hr lecture)

TMT 2763	Configuration Management	3 SH
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Identification of different aspects of quality control function, their organization, planning and execution in the best interest of the company. (3 hr lecture)

Mechanics Technology

TME 1716	Mechanics I	6 SH
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Theory and techniques of repairing automobile gas and diesel engines and their accessories, study of the fuels and lubricants used, head and block repair with the history and development of the internal combustion engine, and practical related projects. (3 hr lecture, 6 hr lab)

TME 1726	Mechanics II	6 SH
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Automobile trouble shooting and shop management; cooling, starting, generating, and ignition systems of gas and diesel engines; tune-up techniques and the use of modern testing and tune-up equipment with a practical study of shop management; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

TME 2716	Mechanics III	6 SH
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Theory and technique of repairing automobile clutches, transmissions, universal joints, dif-

ferential, rear axle; study and application of specialized tools used in those areas; a history of the development and manufacture of the parts of the above assemblies; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

TME 2726 Mechanics IV 6 SH

Introduction to the theory and techniques of repairing automobile springs, ride control, front end, steering systems and the braking system; a history and development of these systems and a study of the related parts; and practical, related laboratory projects. (3 hr lecture, 6 hr lab)

Medical Laboratory Technology

A rotation in an accredited hospital laboratory for 27 weeks is required to enhance the students' knowledge in methodology and techniques, instrumentation, and the mechanisms of a busy clinical laboratory. Prerequisite: the subjects that are required during 18 months on campus are listed under the Programs of Study.

The student is evaluated at the end of each department rotation. There will be a review session each week in conjunction with the department. The credit for clinical experience is based upon both satisfactory completion of study sessions and each department of the clinical experience. Final study sessions will follow the completion of all department rotations.

MLS 2116 Practical Clinical Experience I 6 SH

Practical clinical experience in hematology, coagulation, and urinalysis. Eight weeks. 38 hours per week plus two hours per week seminar with departmental faculty.

MLS 2126 Practical Clinical Experience II 6 SH

Practical clinical experience in various phases of clinical chemistry laboratory: manual chemistry, chemistry, and radioimmunoassay. Nine weeks. 38 hours per week plus two hours per week seminar with departmental faculty.

MLS 2136 Practical Clinical Experience III 6 SH

Practical clinical experience in immunohematology, serology, bacteriology, and mycology. Ten weeks. 38 hours per week plus two hours per week seminar with departmental faculty.

Medical Record Technology

MRS 1113 Medical Record Science I 3 SH

Basic course in medical record keeping, theory and practice, including background material on history of hospitals and medicine, organization and function of medical record department, duties and responsibilities of the medical record technician. Detailed instruction in methods in numbering, filing, classifying, analyzing medical records. (2 hr lecture, 2 hr lab)

MRS 1123 Medical Terminology 3 SH

Prefixes, suffixes, roots, abbreviations, disease, operative and drug terms. Terms related to all areas of medical science, hospital service and the paramedical specialties. (3 hr lecture)

The Courses

MRS 1133 Medical Record Science II 3 SH

(Prerequisite: MRS 1113 and MRS 1123) Analysis of historical and current patterns of health care organizations, analysis of role of health professional within the changing pattern of health care; includes hospital and medical staff organization, accreditation and licensure practices, major health organizations, medical record systems in specialized health care facilities. (2 hr lecture, 2 hr lab)

MRS 1143 Advanced Medical Terminology 3 SH

(Prerequisite: MRS 1123) Detailed study of medical terminology with emphasis on diagnostic, radiological, operative, and clinical laboratory terms. (3 hr lecture)

MRS 1153 Basic Pathology 3 SH

(Prerequisite: MRS 1123 and MRS 1143) Fundamentals of general pathology with emphasis on the correlation between pathological processes and clinical signs, symptoms and cause of disease. (3 hr lecture)

MRS 2113 Medical Record Science III 3 SH

(Prerequisite: MRS 1133) Principles of coding and indexing systems, special registries, research techniques related to medical information. (2 hr lecture, 2 hr lab)

MRS 2133 Medical Record Science IV 3 SH

(Prerequisite: MRS 2113) A survey of federal, state and local regulations as they pertain to the health field with emphasis on legal aspects of health records. Introduction to the basic principles of organization and management with emphasis on interdepartmental and departmental organization and management. Introduction to health statistics and their use, together with methods of compilation with the medical record as a source document. (2 hr lecture, 2 hr lab)

MRS 2147 Directed Practice I 7 SH

(Prerequisite: MRS 1113, 1123, and 1133) Observation of and orientation to the Medical Records Department in affiliated hospitals; supervised learning experience through participation in departmental activities for application of basic health record principles. (260 clock hours per semester plus 1 hour per week seminar with departmental faculty)

MRS 2157 Directed Practice II 7 SH

(Co-requisite: MRS 2133) Observation of and orientation to the medical records in health facilities other than the general hospital, e.g. physician's clinic, community health centers, and mental health centers. (260 clock hours per semester plus 1 hour per week seminar with departmental faculty)

Military Science

MSC 1111 Fundamentals of Leadership and Management I 1 SH

ROTC program and the career opportunities it affords; the history, mission and organization of the U.S. Army, stressing management implications and the role of the Army in support of national objectives; the principles and techniques of leadership, essential characteristics of leadership, and the value of drill in developing teamwork. (1 hr lecture, 1 hr lab)

MSC 1121 Fundamentals of Leadership and Management II 1 SH

Mission and function of the Defense Establishment of the United States and the interrelation between services under the Department of Defense; the evolution of warfare to include the meaning and scope of the principles of war and the development of weapons and associated equipment utilized in warfare. (1 hr lecture, 1 hr lab)

MSC 2112 Applied Leadership and Management I 2 SH

Map and aerial photograph reading and the fundamentals of tactical employment of small units and the application of this knowledge in planning and executing military operations. Development of increased self-confidence in the cadets in leadership ability through the progressive application of knowledge, decision making, communications, and control. (2 hr lecture, 1 hr lab)

MSC 2122 Applied Leadership and Management II 2 SH

Development of the American Military System from colonial times to the present; those factors which were of primary importance in influencing the direction of the development and major changes which occurred as a result. Formation of general concepts of the evolution nature of warfare, identifying those elements of war which remain relatively constant and those that are modified by time and circumstances. (2 hr lecture, 1 hr lab)

Modern Language

NOTE: FOR THE STUDENT WHO PLANS TO GRADUATE FROM A FOUR-YEAR SCHOOL THAT REQUIRES LANGUAGE FOR GRADUATION, ALL REQUIRED HOURS TAKEN MUST BE IN THE SAME LANGUAGE.

MFL 1113 Elementary French I 3 SH

For beginning students and those with not more than one year of high school French. Pronunciation, grammar, conversation, reading, and composition. (3 hr lecture, 1 hr lab)

MFL 1123 Elementary French II 3 SH

(Prerequisite: MFL 1113 or equivalent) Continuation of MFL 1113 with emphasis on the development of oral skills. (3 hr lecture, 1 hr lab)

MFL 1213 Elementary Spanish I 3 SH

For beginning students and those with not more than one year of high school Spanish. Basic Spanish grammar, pronunciation, vocabulary, conversation, reading, and composition. (3 hr lecture)

MFL 1223 Elementary Spanish II 3 SH

(Prerequisite: MFL 1213 or equivalent) Continuation of MFL 1213 with emphasis on reading, writing, and oral activities. (3 hr lecture, 1 hr lab)

MFS 1313 Elementary German I 3 SH

Fundamentals of grammar, conversation, and reading. Emphasis on syntax and on vocabulary and pronunciation with practice in listening and speaking. (3 hr lecture, 1 hr lab)

The Courses

MFL 1323 Elementary German II 3 SH

(Prerequisite: MFL 1313) Continuation of MFL 1313 with emphasis on the development of oral skills. (3 hr lecture, 1 hr lab)

MFL 2113 Intermediate French I 3 SH

(Prerequisite: MFL 1123 or two units of high school French) Review of French grammar, with readings and exercises designed to increase the student's vocabulary, contribute to mastery of idiomatic construction, and introduce French literature. (3 hr lecture, 1 hr lab)

MFL 2123 Intermediate French II 3 SH

(Prerequisite: MFL 2113 or equivalent) Continuation of MFL 2113 with advanced activities in reading, writing, and speaking the language. (3 hr lecture, 1 hr lab)

MFL 2213 Intermediate Spanish I 3 SH

(Prerequisite: MFL 1223 or two units of high school Spanish) Review of Spanish grammar, followed by the reading of suitable modern Spanish literature. (3 hr lecture, 1 hr lab)

MFL 2223 Intermediate Spanish II 3 SH

(Prerequisite: MFL 2213 or equivalent) Continuation of MFL 2213. (3 hr lecture, 1 hr lab)

MFL 2243 Spanish Conversation 3 SH

(Prerequisite: MFL 1223 or equivalent) Conversation and composition. May be taken concurrently with MFL 2213 but not before MFL 2213 except with permission from the instructor. (3 hr lecture, 1 hr lab)

MFL 2253 Spanish Conversation 3 SH

(Prerequisite: MFL 1223 or equivalent) May be taken concurrently with MFL 2223 but not before MFL 2223 except with permission of the instructor. (3 hr lecture, 1 hr lab)

MFL 2313 Intermediate German I 3 SH

Primarily a reading and writing course. Review of grammar is provided as well as practice in comprehension and speaking. (3 hr lecture, 1 hr lab)

MFL 2323 Intermediate German II 3 SH

(Prerequisite: MFL 2313) Continuation of MFL 2313. Advanced grammatical construction. Various readings, writing and speaking activities on a higher level. (3 hr lecture, 1 hr lab)

Music Applied

(Brass, Guitar, Organ, Percussion, Piano, Strings, Voice & Woodwinds)

Brass

NOTE: ALL STUDENTS DESIRING ENROLLMENT IN BRASS MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1111 Class Brass I 1 SH

Lessons in rudiments of brass instruments for music majors and others who have need for the basic fundamentals of brass. (2 hr lab)

MUA 1121 Class Brass II 1 SH

(Prerequisite: MUA 1111 or audition) Continuation of MUA 1111. (2 hr lab)

MUA 1131 Elective Brass I 1 SH

(Prerequisite: Audition) Open to students who are interested in participating in band or orchestra. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1141 Elective Brass II 1 SH

(Prerequisite: MUA 1131 or audition) Continuation of MUA 1131. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1152 Music Education Brass I 2 SH

(Prerequisite: Audition and concurrent enrollment in band) Music Education majors and non-majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hr practice daily)

MUA 1162 Music Education Brass II 2 SH

(Prerequisite: MUA 1152 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1152. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1173 Brass Major I 3 SH

(Prerequisite: Audition and concurrent enrollment in band) (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1183 Brass Major II 3 SH

(Prerequisite: MUA 1173 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1173. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2131 Elective Brass III 1 SH

(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2141 Elective Brass IV 1 SH

(Prerequisite: MUA 2131 or audition) Continuation of MUA 2131. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2152 Music Education Brass III 2 SH

(Prerequisite: MUA 1162 and concurrent enrollment in band; or, audition and concurrent enrollment in band) Continuation of MUA 1162. (2 half-hr lessons per week, 2 hrs practice daily)

The Courses

MUA 2162 Music Education Brass IV 2 SH

(Prerequisite: MUA 2152 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2152. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2173 Brass Major III 3 SH

(Prerequisite: MUA 1183 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1183. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2183 Brass Major IV 3 SH

(Prerequisite: MUA 2173 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2173. (2 half-hr lessons per week, 3 hrs practice daily)

Guitar

NOTE: ALL STUDENTS DESIRING ENROLLMENT IN GUITAR MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1211 Class Guitar I 1 SH

Lessons in rudiments of guitar for all students who wish to study the basic techniques of playing the guitar. (2 hr lab)

MUA 1221 Class Guitar II 1 SH

(Prerequisite: MUA 1211 or audition) Continuation of MUA 1211. (2 hr lab)

MUA 1231 Elective Guitar I 1 SH

(Prerequisite: Audition) For students advanced beyond the first level of MUA 1211 and 1221. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1241 Elective Guitar II 1 SH

(Prerequisite: MUA 1231 or audition) Continuation of MUA 1231. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2231 Elective Guitar III 1 SH

(Prerequisite: MUA 1241 or audition) Continuation of MUA 1241. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2241 Elective Guitar IV 1 SH

(Prerequisite: MUA 2231 or audition) Continuation of MUA 2231. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

Organ

NOTE: ALL STUDENTS DESIRING ENROLLMENT IN ORGAN MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1331 Elective Organ I 1 SH

(Prerequisite: Piano audition) (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1341 Elective Organ II 1 SH

(Prerequisite: MUA 1331 or audition) Continuation of MUA 1331. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1352 Music Education Organ I 2 SH

(Prerequisite: Piano audition and concurrent enrollment in band or choir) Music Education majors and non-music majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1362 Music Education Organ II 2 SH

(Prerequisite: MUA 1352 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1352. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1373 Organ Major I 3 SH

(Prerequisite: Satisfactory audition on piano or organ and concurrent enrollment in piano and band or piano and choir) Gleason: "Method of Organ Playing." Repertoire equivalent to Bach: "Cathedral Prelude and Fugue." Dupre: "Station of the Cross XI." (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1383 Organ Major II 3 SH

(Prerequisite: MUA 1373 and concurrent enrollment in piano and band or piano and choir, or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 1373. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2331 Elective Organ III 1 SH

(Prerequisite: MUA 1341 or audition) Continuation of MUA 1341. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2341 Elective Organ IV 1 SH

(Prerequisite: MUA 2331 or audition) Continuation of MUA 2331. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2352 Music Education Organ III 2 SH

(Prerequisite: MUA 1362 and concurrent enrollment in piano and band or piano and choir,

The Courses

or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 1362. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2362 Music Education Organ IV 2 SH

(Prerequisite: MUA 2352 and concurrent enrollment in piano and band or piano and choir; or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 2352. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2373 Organ Major III 3 SH

(Prerequisite: MUA 1383 and concurrent enrollment in piano and band or piano and choir; or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 1383. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2383 Organ Major IV 3 SH

(Prerequisite: MUA 2373 and concurrent enrollment in piano and band or piano and choir; or audition and concurrent enrollment in piano and band or piano and choir) Continuation of MUA 2373. (2 half-hr lessons per week, 3 hrs practice daily)

Percussion

NOTE: ALL STUDENTS DESIRING ENROLLMENT IN PERCUSSION MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1411 Class Percussion I 1 SH

Lessons in rudiments of percussion for music education majors and others who have need for the basic fundamentals of percussion. (2 hr lab)

MUA 1421 Class Percussion II 1 SH

(Prerequisite: MUA 1141 or audition) Continuation of MUA 1141. (2 hr lab)

MUA 1431 Elective Percussion I 1 SH

(Prerequisite: Audition) Open to students who are interested in participation in band or orchestra. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1441 Elective Percussion II 1 SH

(Prerequisite: MUA 1431 or audition) Continuation of MUA 1431. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1452 Music Education Percussion I 2 SH

(Prerequisite: Audition and concurrent enrollment in band) Music Education majors and non-music majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1462 Music Education Percussion II 2 SH

(Prerequisite: MUA 1452 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1452. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1473 Percussion Major I 3 SH

(Prerequisite: Audition and concurrent enrollment in band) (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1483 Percussion Major II 3 SH

(Prerequisite: MUA 1473 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1473. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2431 Elective Percussion III 1 SH

(Prerequisite: MUA 1441 or audition) Continuation of MUA 1441. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2441 Elective Percussion IV 1 SH

(Prerequisite: MUA 2431 or audition) Continuation of MUA 2431. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2452 Music Education Percussion III 2 SH

(Prerequisite: MUA 1462 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1462. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2462 Music Education Percussion IV 2 SH

(Prerequisite: MUA 2452 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2452. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2473 Percussion Major III 3 SH

(Prerequisite: MUA 1483 and concurrent enrollment in band or audition and concurrent enrollment in band) Continuation of MUA 1483. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2483 Percussion Major IV 3 SH

(Prerequisite: MUA 2473 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2473. (2 half-hr lessons per week, 3 hrs practice daily)

Piano

NOTE: All STUDENTS DESIRING ENROLLMENT IN PIANO MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

The Courses

MUA 1511	Class Piano I	1 SH
For students who have no previous keyboard experience. (2 hr lab)		
MUA 1521	Class Piano II	1 SH
(Prerequisite: MUA 1511 or audition) Continuation of MUA 1511. (2 hr lab)		
MUA 1531	Elective Piano I	1 SH
For music and non-music majors advanced beyond the level of MUA 2511 and MUA 2521, but may at the instructor's discretion be used as a substitute for MUA 2511 and MUA 2521. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)		
MUA 1541	Elective Piano II	1 SH
(Prerequisite: MUA 1531 or audition) Continuation of MUA 1531. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)		
MUA 1552	Music Education Piano I	2 SH
(Prerequisite: Audition and concurrent enrollment in band or choir) Required of Music Education majors with piano emphasis. Open to non-music majors with instructor's approval. (2 half-hr lessons per week, 2 hrs practice daily)		
MUA 1562	Music Education Piano II	2 SH
(Prerequisite: MUA 1552 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1552. (2 half-hr lessons per week, 2 hrs practice daily)		
MUA 1573	Piano Major I	3 SH
(Prerequisite: Audition and concurrent enrollment in band or choir) Material for development of technique and study of style and interpretation of representative compositions from these periods of music history: Pre-Baroque or Baroque; Classical; Romantic; Impressionistic or Contemporary. (2 half-hr lessons per week, 3 hrs practice daily)		
MUA 1583	Piano Major II	3 SH
(Prerequisite: MUA 1573 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1573. Public recital required of all students. (2 half-hr lessons per week, 3 hrs practice daily)		
MUA 2511	Class Piano III	1 SH
(Prerequisite: MUA 1521 or audition) Continuation of MUA 1521. (2 hr lab)		
MUA 2521	Class Piano IV	1 SH
(Prerequisite: MUA 2511 or audition) Continuation of MUA 2511. (2 hr lab)		
MUA 2531	Elective Piano III	1 SH
(Prerequisite: MUA 1541 or audition) Continuation of MUA 1541. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)		

MUA 2541 Elective Piano IV 1 SH

(Prerequisite: MUA 2531 or audition) Continuation of MUA 2531. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2552 Music Education Piano III 2 SH

(Prerequisite: MUA 1562 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1562. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2562 Music Education Piano IV 3 SH

(Prerequisite: MUA 2552 and concurrent enrollment in band or choir or audition and concurrent enrollment in band or choir) Continuation of MUA 2552 (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2573 Piano Major III 3 SH

(Prerequisite: MUA 1583 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1583. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2583 Piano Major IV 3 SH

(Prerequisite: MUA 2573 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 2573. (2 half-hr lessons per week, 3 hrs practice daily)

Strings

NOTE: ALL STUDENTS DESIRING ENROLLMENT IN STRINGS MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1611 Class Strings I 1 SH

Lessons in rudiments of strings for Music Education majors and others who have need for basic fundamentals of strings. (2 hr lab)

MUA 1621 Class Strings II 1 SH

(Prerequisite: MUA 1611 or audition) Continuation of MUA 1611. (2 hr lab)

MUA 1631 Elective Strings I 1 SH

(Prerequisite: Audition) For music and non-music majors advanced beyond the level of MUA 1611 and MUA 1621. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1641 Elective Strings II 1 SH

(Prerequisite: MUA 1631 or audition) Continuation of MUA 1631. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

The Courses

MUA 1652 Music Education Strings I 2 SH

(Prerequisite: Audition and concurrent enrollment in band or choir) Required for Music Education majors with string emphasis. Open to non-music majors with instructor's approval. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1662 Music Education Strings II 2 SH

(Prerequisite: MUA 1652 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1652. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2631 Elective Strings III 1 SH

(Prerequisite: MUA 1641 or audition) Continuation of MUA 1641. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2641 Elective Strings IV 1 SH

(Prerequisite: MUA 2631 or audition) Continuation of MUA 2631. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2652 Music Education Strings III 2 SH

(Prerequisite: MUA 1641 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 1642. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2662 Music Education Strings IV 2 SH

(Prerequisite: MUA 2652 and concurrent enrollment in band or choir, or audition and concurrent enrollment in band or choir) Continuation of MUA 2652. (2 half-hr lessons per week, 2 hrs practice daily)

Voice

NOTE: ALL STUDENTS DESIRING ENROLLMENT IN VOICE MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1711 Class Voice I 1 SH

Lessons in voice for students who need instruction in the fundamental aspects of vocal arts. (2 hr lab)

MUA 1721 Class Voice II 1 SH

(Prerequisite: MUA 1711 or audition) Continuation of MUA 1711. (2 hr lab)

MUA 1731 Elective Voice I 1 SH

(Prerequisite: Audition) For students who have advanced beyond the level of MUA 1711 or MUA 1721. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

The Courses

MUA 1741 Elective Voice II 1 SH

(Prerequisite: MUA 1731 or audition) Continuation of MUA 1731. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1752 Music Education Voice I 2 SH

(Prerequisite: Audition and concurrent enrollment in choir) For Music Education majors with voice emphasis and non-music majors who meet the instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1762 Music Education Voice II 2 SH

(Prerequisite: MUA 1752 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 1752. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1773 Voice Major I 3 SH

(Prerequisite: Audition and concurrent enrollment in choir) Technique in the study of voice. Principles of relaxation, breathing, distinct enunciation and interpretation. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1783 Voice Major II 3 SH

(Prerequisite: MUA 1773 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 1773. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2731 Elective Voice III 1 SH

(Prerequisite: MUA 1741 or audition) Continuation of MUA 1741. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2741 Elective Voice IV 1 SH

(Prerequisite: MUA 2731 or audition) Continuation of MUA 2731. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2752 Music Education Voice III 2 SH

(Prerequisite: MUA 1762 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 1762 (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2762 Music Education Voice IV 2 SH

(Prerequisite: MUA 2752 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 2752. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2773 Voice Major III 3 SH

(Prerequisite: MUA 1783 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 1783. (2 half-hr lessons per week, 3 hrs practice daily)

The Courses

MUA 2783 Voice Major IV 3 SH

(Prerequisite: MUA 2773 and concurrent enrollment in choir, or audition and concurrent enrollment in choir) Continuation of MUA 2773. (2 half-hr lessons per week, 3 hrs practice daily)

Woodwinds

NOTE: ALL STUDENTS DESIRING ENROLLMENT IN WOODWINDS MUST AUDITION FOR A MEMBER OF THE MUSIC DEPARTMENT PRIOR TO REGISTRATION SO THAT PROPER COURSE NUMBERS CAN BE ASSIGNED.

MUA 1811 Class Woodwinds I 1 SH

Lessons in rudiments of woodwind instruments for education majors and others who have need for the basic fundamentals of woodwinds. (2 hr lab)

MUA 1821 Class Woodwinds II 1 SH

(Prerequisite: MUA 1811 or audition) Continuation of MUA 1811. (2 hr lab)

MUA 1831 Elective Woodwinds I 1 SH

(Prerequisite: Audition) Open to students who are interested in participating in band or orchestra. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1841 Elective Woodwinds II 1 SH

(Prerequisite: MUA 1831 or audition) Continuation of MUA 1831. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 1852 Music Education Woodwinds I 2 SH

(Prerequisite: Audition and concurrent enrollment in band) For Music Education majors with woodwind emphasis and non-music majors who meet instructor's requirements. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1862 Music Education Woodwinds II 2 SH

(Prerequisite: MUA 1852 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1852. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 1873 Woodwinds Major I 3 SH

(Prerequisite: Audition and concurrent enrollment in band) (2 half-hr lessons per week, 3 hrs practice daily)

MUA 1883 Woodwinds Major II 3 SH

(Prerequisite: MUA 1873 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1873. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2831 Elective Woodwinds III 1 SH

(Prerequisite: MUA 1841 or audition) Continuation of MUA 1841. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2841 Elective Woodwinds IV 1 SH

(Prerequisite: MUA 2831 or audition) Continuation of MUA 2831. (2 half-hr lessons per week, 1 hr practice daily; or, at the instructor's discretion, 1 half-hr lesson per week, 1 hr practice daily)

MUA 2852 Music Education Woodwinds III 2 SH

(Prerequisite: MUA 1862 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1862. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2862 Music Education Woodwinds IV 2 SH

(Prerequisite: MUA 2852 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2852. (2 half-hr lessons per week, 2 hrs practice daily)

MUA 2873 Woodwinds Major III 3 SH

(Prerequisite: MUA 1883 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 1883. (2 half-hr lessons per week, 3 hrs practice daily)

MUA 2883 Woodwinds Major IV 3 SH

(Prerequisite: MUA 2873 and concurrent enrollment in band, or audition and concurrent enrollment in band) Continuation of MUA 2873. (2 half-hr lessons per week, 3 hrs practice daily)

Music Foundations (History, Literature & Theory)

MUS 1113 Music Appreciation 3 SH

(Non-Majors) Listening course designed to give students through aural perception understanding and appreciation of music as a moving force in Western culture. (3 hr lecture)

MUS 1123 Music Literature Survey (Majors) 3 SH

(Prerequisite: Music Major, MUS 1214 or consent of department chairman) Critical listening and score-reading, designed to acquaint the major with a broad overview of musical style and repertoire from antiquity to the present. (3 hr lecture)

MUS 1132 Fundamentals of Music 2 SH

Basic principles of music, notation, scales, intervals and rhythmic patterns, with emphasis on aural skills and keyboard applications. Credit toward meeting theory requirements for graduation at Hinds Junior College. (3 hr lecture)

The Courses

NOTE: MUS 1132 is not the standard freshman theory course required for graduation from senior colleges and universities and is not offered to meet these requirements. Students taking MUS 1132 and planning to continue as music majors in a senior college should follow this course with MUS 1214, 1224.

MUS 1214 Theory I 4 SH

(Prerequisite: Music 1112 and concurrent enrollment in piano and band or piano and choir; or successful completion of Theory Placement Test and concurrent enrollment in piano and band or piano and choir) Vocabulary and techniques of traditional contrapuntal-harmonic music, with keyboard application, written work and correlated aural dictation and sight-singing. Required of music majors. (3 hr lecture, 2 hr lab)

MUS 1224 Theory II 4 SH

(Prerequisite: MUS 1214 and concurrent enrollment in piano and band or piano and choir) Continuation of MUS 1214. (3 hr lecture, 2 hr lab)

MUS 2214 Theory III 4 SH

(Prerequisite: MUS 1214 and 1224 and concurrent enrollment in piano and band or piano and choir) Continuation of MUS 1224. (3 hr lecture, 2 hr lab)

MUS 2224 Theory IV 4 SH

(Prerequisite: MUS 2214 and concurrent enrollment in piano and band or piano and choir) Continuation of MUS 2214. (3 hr lecture, 2 hr lab)

MUS 2313 Music History I 3 SH

(Prerequisite: MUS 1123 and MUS 1224 or MUS 1123 and consent of department chairman) Music of the Baroque and Classic Period. Lecture-listening and score-reading course, designed for study of music, musicians, and musical development from 1600-1825. (3 hr lecture)

MUS 2323 Music History II 3 SH

(Prerequisite: MUS 1123 and MUS 1224 or MUS 1123 and consent of department chairman) Music of the Romantic Period. Lecture-listening and score-reading course designed for study of music, musicians, and musical development from 1825-1900, including the works of Debussy, Ravel, and Richard Strauss. (3 hr lecture)

Music Organizations

(Band, Small Band Groups, Stage Band, Choir)

NOTE: Membership in all music organizations requires an audition or the permission of the instructor or the department chairperson.

MUO 1111 Band I 1 SH

(Prerequisite: Audition or consent of instructor) Organized to serve the college at games, concerts and other public and special functions. (5 hr lab)

MUO 1121 Band II 1 SH

(Prerequisite: MUO 1111 or audition or consent of instructor) Continuation of MUO 1111. (5 hr lab)

The Courses

MUO 1170	Stage Band I	No credit
(Prerequisite: Audition and concurrent enrollment in MUO 1111 or MUO 2111) Organized to serve the college at concerts and other public and special functions. (3 hr lab)		
MUO 1180	Stage Band II	No credit
(Prerequisite: Audition and concurrent enrollment in MUO 1121 or 2121) Continuation of MUO 1170. (3 hr lab)		
MUO 1211	Choir I	1 SH
(Prerequisite: Audition or consent of instructor) Performing group of the vocal department. Numerous appearances during the year, both on campus and throughout the state. (3 hr lab)		
MUO 1221	Choir II	1 SH
(Prerequisite: MUO 1211 or audition or consent of instructor) Continuation of MUO 1211. (3 hr lab)		
MUO 2111	Band III	1 SH
(Prerequisite: MUO 1121 or audition or consent of instructor) Continuation of MUO 1121. (5 hr lab)		
MUO 2121	Band IV	1 SH
(Prerequisite: MUO 2111 or audition or consent of instructor) Continuation of MUO 2111. (5 hr lab)		
MUO 2170	Stage Band III	No credit
(Prerequisite: Audition and concurrent enrollment in MUO 1111 or MUO 2111) Continuation of MUO 1180. (3 hr lab)		
MUO 2180	Stage Band IV	No credit
(Prerequisite: Audition and concurrent enrollment in MUO 1121 or MUO 2121) Continuation of MUO 2170. (3 hr lab)		
MUO 2211	Choir III	1 SH
(Prerequisite: MUO 1221 or audition or consent of instructor) Continuation of MUO 1221. (3 hr lab)		
MUO 2221	Choir IV	1 SH
(Prerequisite: MUO 2211 or audition or consent of instructor) Continuation of MUO 2211. (3 hr lab)		

Nursing

NUR 1118	Nursing Science I	8 SH
(Prerequisite: BIO 1514 and 1524. Prerequisite or co-requisite: PSY 1513 and ENG 1113) Characteristics of the basic human needs in all phases of the life cycle, the common problems arising from lack of fulfillment, and identification and orientation to nursing process with emphasis on nursing assessment. Fundamental skills, legal/ethical aspects, psychosocial relationships and communication skills included. (4 hr lecture, 8 hr lab)		

The Courses

NUR 1128 Nursing Science II 8 SH

(Prerequisite: NURSING SCIENCE I. Prerequisite or co-requisite: PSY 1523, ENG 1123, SPT 1113) Includes steps of nursing process with emphasis on planning and intervention for problems resulting from alterations in basic needs. Life cycle from adolescence through senescence emphasized. Includes advanced nursing skills and treatment modalities, with implementation of communication process and utilizing mental health concepts. (4 hr lecture, 8 hr lab)

NUR 2112 Nursing Science III 12 SH

(Prerequisite: NURSING SCIENCE II. Prerequisite or co-requisite: BIO 2924) All steps of the nursing process emphasized in assisting individuals (adolescence through senescence) to meet those basic needs that are altered by psychological and physical illness or injury. Nurse's role as a member of the health team with attention given to communication, problem solving and independent function. (6 hr lecture, 12 hr lab)

NUR 2122 Nursing Science IV 12 SH

(Prerequisite: NURSING SCIENCE III. Prerequisite or co-requisite: SOC 2113) Concepts of prevention of illness, maintenance, and restoration of health with special consideration given to stages of development, conception through the child-bearing years; viewing the family as a unit. Comprehensive utilization of nursing process as a member of the health team in assisting individuals and groups in all stages of life cycle to meet basic needs when those needs are altered by illness or injury. (6 hr lecture, 12 hr lab)

Philosophy and Bible

PHI 1113 Old Testament Survey 3 SH

Survey study of the Old Testament. Emphasis upon its religious, literary, and historical values. Law, Prophets, Writings considered. (3 hr lecture)

PHI 1133 New Testament Survey 3 SH

Survey study of the New Testament. Primary emphasis upon Gospels, Acts and letters of Paul. (3 hr lecture)

PHI 2113 Introduction to Philosophy I 3 SH

Introduction to systematic and philosophical thinking and study of significant trends of philosophy both past and present. (3 hr lecture)

PHI 2123 Introduction to Philosophy II 3 SH

Contemporary problems and personal development from a philosophic perspective. (3 hr lecture)

PHI 2713 Logic 3 SH

Attempts to provide an understanding of Aristotelian "forms of correct thought" and the first two orders of symbolic logic. (3 hr lecture)

Physics

- PHY 1113 Astronomy I 3 SH**
 Solar system, the stars, the galaxy, and the extra-galactic universe. Occasional observatory work at night. (3 hr lecture)
- PHY 1123 Astronomy II 3 SH**
 Continuation of PHY 1113. (3 hr lecture)
- PHY 2213 Physical Science Survey I 3 SH**
 Introduction to physical science for non-science majors, taught from a descriptive viewpoint with a minimum of mathematics. Survey of physics and astronomy. One unit of high school algebra is recommended. (3 hr lecture)
- PHY 2223 Physical Science Survey II 3 SH**
 Continuation of PHY 2213. A survey of chemistry, geology, and meteorology. (3 hr lecture)
- PHY 2313 Physics with Calculus - I 3 SH**
 (Prerequisite or co-requisite: MAT 1613) Laws of mechanics and fluids. PHY 2313, 2323, and 2333 satisfy the physics requirements for science and engineering majors. (2 hr lecture, 1 hr drill, 2 hr lab)
- PHY 2323 Physics with Calculus - II 3 SH**
 (Prerequisite: PHY 2313. Prerequisite or co-requisite: MAT 1623) Laws of heat, sound, and light. (2 hr lecture, 1 hr drill, 2 hr lab)
- PHY 2333 Physics with Calculus - III 3 SH**
 (Prerequisite: PHY 2323. Prerequisite or co-requisite: MAT 2613) Laws of electricity, magnetism, and modern physics. (2 hr lecture, 1 hr drill, 2 hr lab)
- PHY 2414 General Physics I 4 SH**
 (Prerequisite: MAT 1313 and 1323; MAT 1323 may be taken concurrently) Laws of mechanics, fluids, heat, and sound. PHY 2414 and 2424 satisfy the physics requirements for students in pre-pharmacy, pre-medicine, and related fields. (3 hr lecture 2 hr lab)
- PHY 2424 General Physics II 4 SH**
 (Prerequisite: PHY 2414) Continuation of PHY 2414. Laws of light, electricity, magnetism, and modern physics. (3 hr lecture, 2 hr lab)

Political Science

- PSC 1113 American National Government 3 SH**
 U.S. Government, with emphasis on history, principles, controls, and structure. (3 hr lecture)
- PSC 1123 American State and Local Government 3 SH**
 State, urban, and rural government, with emphasis on history, principles, controls, and

The Courses

structure. (3 hr lecture)

PSC 2113 Comparative Government 3 SH

(Prerequisite: PSC 1113) A description and comparison of the principles, structure, and operation of selected political systems. (3 hr lecture)

Postal Management Technology

PMT 1113 History and Organization of Postal Service 3 SH

Emphasis on tracing the history of the Postal Service through private and government agencies at the national and international level. Special attention to current postal service. (3 hr lecture)

PMT 1123 Employee and Labor Relations 3 SH

Emphasis on laws and practices of labor management, current status and problem, national and local agreements, bargaining units, grievance policy, disciplinary policy and the National Labor Relations Board. Special attention to employee relations on training, E.E.O. safety and health, and personnel problems. (3 hr lecture)

PMT 1133 Support Services 3 SH

Emphasis on revenues, control of revenues, operational efficiency, facilities, and ancillary functions, such as office services, administrative services, accounting and storage and distribution. (3 hr lecture)

PMT 2113 Mail Processing I & II 3 SH

Emphasis on overall understanding of the various aspects of mail processing with special attention to techniques and methods used by postal managers to move large amounts of mail within standard commitments in a cost effective manner. (3 hr lecture)

PMT 2123 Customer Services 3 SH

Postal operations involved in collecting mail from multiple, diverse points and transporting it in a time and cost effective manner to processing points to multiple, diverse recipients. Includes analysis and control systems. (3 hr lecture)

PMT 2133 Postal Problem Analysis 3 SH

Postal problems for which the student must use system analysis, problem-solving grids, and decisions by objectives to analyze and specify the dimensions of the problems; identify and test possible causes; assess adverse consequences of possible causes, objectives, and solutions; and analyze and test alternatives decided upon as possible objectives solutions. (3 hr lecture)

Psychology

PSY 1513 General Psychology I 3 SH

Introduction to the scientific study of human behavior. Includes history and methods of

psychology, growth and development; principles of learning; motivation; sensation and perception; thinking; intelligence; and statistics. (3 hr lecture)

PSY 1523 General Psychology II 3 SH

(Prerequisite: PSY 1513) Continuation of Psychology 1513 emphasizing applied psychological methods and principles. Includes emotion; personality; methods of adjustment; abnormal behavior and therapy; group processes; and industrial psychology. (3 hr lecture)

EPY 2513 Child Psychology (Human Growth & Development I) 3 SH

(Prerequisite: PSY 1513 and sophomore standing) Considers development from prenatal period through the primary years of puberty. Emphasis on physical, mental, social, and emotional growth as influenced by both maturation and learning. Implications of these stages of development to emotion emphasized. (3 hr lecture)

EPY 2523 Adolescent Psychology (Human Growth & Development II) 3 SH

(Prerequisite: PSY 1513 and sophomore standing) Human growth and development from puberty through young adulthood. Includes physical, mental, social, emotional, and moral development, with emphasis on the adolescent's roles in his family, his peer group, in school, and in the larger sociocultural environment. (3 hr lecture)

EPY 2543 Educational Psychology 3 SH

(Prerequisite: PSY 1513 and sophomore standing) Examination of learning as it occurs in the school situation. Includes the roles and functions of the teacher as related to motivation, socialization, reinforcement, programmed instruction, creative thinking, effectiveness of learning, educational measurement, and special problems. (3 hr lecture)

Reading

Before enrolling in a reading course students take a placement test for reading. Information concerning this test can be obtained from the counseling office.

REA 1101 Prescriptive Reading 1 SH

Designed for the student who desires assistance in a specific but limited area of weakness. Completion of 20 hours of laboratory practice and the attainment of prescribed goals.

REA 1103 Developmental Reading 3 SH

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack, comprehension, and vocabulary skills. Institutional credit only. (3 hr lecture)

REA 1213 Reading Improvement 3 SH

To help students develop reading skills necessary for success in college. Diagnostic testing followed by practice in skills according to the needs of the student. Emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests. (3 hr lecture)

REA 1233 Speed Reading 3 SH

Practice with laboratory equipment according to the needs of the individual. Emphasis on

The Courses

flexibility, critical thinking, retention, and comprehension. Guidance in developing wide reading interests. Stimulation for reading in depth. (3 hr lecture)

REA 1413 Improvement of Study 3 SH

Effective study and reading techniques. Emphasis on time management, listening, taking notes, taking tests, and developing vocabulary. (3 hr lecture)

Respiratory Therapy Technology

RTT 1111 Respiratory Therapy Orientation 1 SH

Lecture, demonstrations and field trips to authorized hospitals to orient the student to the field of Respiratory Therapy. (1 hr lecture)

RTT 1123 Respiratory Therapy Theory I 3 SH

Basic cardiorespiratory physiology with special emphasis on applied medical physics. (3 hr lecture)

RTT 1133 Respiratory Therapy Theory II 3 SH

Continuation of RTT 1123. (3 hr lecture)

RTT 2116 Advanced Physiology I 6 SH

Review of the structure of the human body, the function of the heart and lungs in gas exchange, drug effect on organ systems, and Pulmonary Pathology. (6 hr lecture)

RTT 2126 Advanced Physiology II 6 SH

Review of the metabolism and energy release, the concept of acid-base balance in the body, and diagnosis, cause and effect and treatment of pulmonary insufficiency. (6 hr lecture)

RTT 2163 Therapeutic Gas Administration I 3 SH

Precise instruction in various methods of delivering therapeutic gases. Emphasis on the indications, contraindications, and methods of evaluating the effectiveness of gas therapy. Includes gas supply systems, storage systems, flowmeters, regulators, tents, masks, catheters, and cannulas. (3 hr lecture)

RTT 2175 Therapeutic Gas Administration II 5 SH

Continuation of RTT 2163, Therapeutic Gas Administration I, with emphasis on the design, function, and maintenance of gas therapy equipment. (4 hr lecture, 2 hr lab)

RTT 2223 Airway Management 3 SH

Designed to teach the essentials of cardio-pulmonary resuscitation. Special emphasis given to the management of airway obstruction; external cardiac massage; electrocardiography; cardioversion and the use of resuscitators. (2 hr lecture, 2 hr lab)

RTT 2235 Artificial Ventilation 5 SH

Precise instruction in the management of patients requiring assisted and controlled ventila-

tion. Includes the indications and physiology of artificial ventilation. Fundamental pulmonary physiotherapy with regards to lung disease. Instruction in breath control, postural drainage and various exercise, designed to improve pulmonary function. (4 hr lecture, 2 hr lab)

RTT 2253 Pulmonary Function Testing 3 SH

Instruction in the technique of pulmonary function testing as a diagnostic procedure. Lecture and practical application on the use of various types of spirometers and the calculation of lung volumes and rates. (2 hr lecture, 2 hr lab)

RTT 2312 Conference and Clinical Experience I 2 SH

Clinical experience in an authorized hospital for one semester. (4 hrs clinical experience)

RTT 2322 Conference and Clinical Experience II 2 SH

Clinical experience in an authorized hospital for one semester. (4 hrs clinical experience)

RTT 2334 Conference and Clinical Experience III 4 SH

Clinical experience in an authorized hospital for one semester. (8 hrs clinical experience)

RTT 2343 Conference and Clinical Experience IV 3 SH

Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)

RTT 2354 Conference and Clinical Experience V 4 SH

Clinical experience in an authorized hospital for one semester. (8 hrs clinical experience)

RTT 2363 Conference and Clinical Experience VI 3 SH

Clinical experience in an authorized hospital for one semester. (6 hrs clinical experience)

RTT 2412 Department and Personnel Management 2 SH

Basic functions of management and their application to the health care industry with emphasis on organizing Respiratory Therapy Departments. (2 hr lecture)

Secretarial Science

SSC 1003 Refresher Typewriting 3 SH

Institutional credit only. (Prerequisite: One unit of elementary typewriting or equivalent) Review of the basic typewriting techniques, typewriter operations, letter writing, and business forms. (3 hr lecture)

SSC 1011 Business Terminology and Spelling 1 SH

Review and application of spelling rules, terminology, and word usage. (1 hr lecture)

SSC 1013 Refresher Shorthand 3 SH

Institutional credit only. (Prerequisite: One unit of elementary shorthand or equivalent) Review of the principles of Gregg Shorthand with emphasis upon shorthand symbols and dic-

The Courses

tation on familiar material. (3 hr lecture)

SSC 1111 Magnetic Tape Typewriter 1 SH

(Prerequisite: SSC 1113 and 2513 or permission of instructor) Designed to develop proficiency in the operation of a magnetic-tape typewriter. (1 hr lecture)

SSC 1113 Elementary Typewriting (Typewriting I) 3 SH

Principles of the use and care of the typewriter, drills for speed and accuracy, and an introduction to letter writing and business forms. (3 hr lecture)

SSC 1121 Machine Transcription 1 SH

(Prerequisite: SSC 1113) To develop proficiency in transcribing from machine dictation. (1 hr lecture)

SSC 1123 Intermediate Typewriting (Typewriting II) 3 SH

(Prerequisite: Elementary Typewriting I or equivalent) Continuation of elementary typewriting. Detailed study of letter writing, tabulation, and business forms. (3 hr lecture)

SSC 1141 Medical Machine Transcription 1 SH

(Prerequisite: SSC 1113 or equivalent) Practice in typewriting medical reports, records, and correspondence from machine dictation. (1 hr lecture)

SSC 1151 Legal Machine Transcription 1 SH

(Prerequisite: SSC 1113 or equivalent) Typewriting of legal memoranda, forms, and documents from machine dictation. (1 hr lecture)

SSC 1161 Memory Typewriter 1 SH

(Prerequisite: SSC 1113 or permission of instructor) Designed to develop proficiency in the operation of a memory typewriter. (1 hr lecture)

SSC 1173 Business Communications 3 SH

(Prerequisite: English 1113 and Typewriting 1113 or equivalent) A realistic approach to business communications. Application of skills learned in English and in other subjects such as typewriting, speech, and human relations. Simulated office situations. (3 hr lecture)

SSC 1191 Clerical Payroll Procedures 1 SH

Business records and procedures used by small businesses and professional firms. Theory and practice in the use of payroll records, salary payments, check writing, time clock and overtime computation, payroll registers, and FICA forms. (1 hr lecture)

SSC 1213 Elementary Shorthand (Shorthand I) 3 SH

Mastery of the principles of Gregg Shorthand. No previous instruction in shorthand required. (3 hr lecture)

SSC 1223 Intermediate Shorthand (Shorthand II) 3 SH

(Prerequisite: Elementary Shorthand I or equivalent) Review of the principles of Gregg Shorthand with emphasis upon accuracy and speed. Dictation and transcription work on easy tation on familiar material. (3 hr lecture)

SSC 1243 Stenograph Machine Shorthand I 3 SH

Beginning course in machine shorthand. Keyboard and theory covered. (3 hr lecture)

SSC 1253 Stenograph Machine Shorthand II 3 SH

Continuation of SSC 1243, including a review of the principles and beginning speed development. Timed dictation on easy material. (3 hr lecture)

SSC 1313 Records Management 3 SH

A course stressing importance of records management; function of records; theory and practice in the operation of systems of alphabetic, numeric, geographic, and subject files. (3 hr lecture)

SSC 1413 Secretarial Accounting I 3 SH

Introductory accounting course in the fundamentals of accounting theory and practice geared to the needs of terminal secretarial students. Accounting for single proprietorship covered. (3 hr lecture)

SSc 1423 Secretarial Accounting II 3 SH

(Prerequisite: SSC 1413) Review and continuation of the fundamentals of accounting theory with emphasis on practical experience. (3 hr lecture)

SSC 1513 Business Mathematics 3 SH

Elementary principles of basic mathematics as required in and applied to business. (3 hr lecture)

SSC 1611 Fundamentals of Personal Development 1 SH

Developing a tasteful appearance, an attractive personality, and the social polish necessary for success in today's business world. (1 hr lecture)

SSC 1613 Personal Development 3 SH

A systematic approach to improving one's personal appearance, developing a personality and learning the social graces necessary for success in today's business world. (3 hr lecture)

SSC 1623 Spelling and Proofreading 3 SH

Includes pronunciation, spelling and definition of designated words. Emphasis is placed on rules of spelling and commonly misspelled words. (3 hr lecture)

SSC 2113 Advanced Typewriting (Typewriting III) 3 SH

(Prerequisite: SSC 1123 or equivalent) Continuation of intermediate typewriting with emphasis on skill building and production in specialized areas such as technical, accounting, professional, and executive office typewriting. (3 hr lecture)

SSC 2123 Production Typewriting (Typewriting IV) 3 SH

(Prerequisite: SSC 2113 or instructor's permission) Major emphasis on developing production rate. Practice in planning and typewriting advanced jobs under office conditions. (3 hr lecture)

The Courses

SSC 2213 Advanced Shorthand (Shorthand III) 3 SH

(Prerequisite: SSC 1123) Rapid review in the theory and practice of Gregg Shorthand and an intensive course in the building of rapid and skilled dictation and transcription. (3 hr lecture)

SSC 2223 Dictation and Transcription (Shorthand IV) 3 SH

(Prerequisite: SSC 1123, SSC 1223) To develop transcription skills. Accuracy and speed of transcription correlated with English, punctuation, spelling, division of words, and vocabulary building. (3 hr lecture)

SSC 2233 Expert Shorthand (Shorthand V) 3 SH

(Prerequisite: SSC 2213, SSC 2223) Designed for advanced shorthand achieving expert levels of writing and transcribing Gregg Shorthand. Shortcuts, speed pointers and expert-writing techniques emphasized. (3 hr lecture)

SSC 2243 Stenograph Machine Shorthand III 3 SH

Continuation of SSC 1253 for intermediate and advanced speed development. Carefully graded and timed practice material. Writing vocabulary development along with speed. (3 hr lecture)

SSC 2253 Stenograph Machine Shorthand IV 3 SH

Continuation of SSC 2243. Practice for court reporters. Reporting abbreviations and phrases for the court room and well graded extracts from actual court cases. (3 hr lecture)

SSC 2413 Secretarial Practice 3 SH

(Prerequisite: SSC 1103 or equivalent) To acquaint the student with modern secretarial practices and to give an understanding of office situations necessary in adjustment to actual business office. The many secretarial duties and practice in the performance of them. Recommended for sophomores and one-year intensive students. (3 hr lecture)

SSC 2423 Legal Secretarial Practice 3 SH

(Prerequisite: SSC 1103 or equivalent) Professional aspects of the work of the legal secretary. The American legal system and the practice of law and modern legal secretarial practices and procedures emphasized. (3 hr lecture)

SSC 2443 Medical Office Practice 3 SH

(Prerequisite: SSC 1113 or equivalent) General duties and responsibilities of medical secretaries. Patient contact, medical and dental records, insurance, financial records, telephone usage, office management and reception, and professional ethics. (3 hr lecture)

SSC 2451 Medical Legal Problems 1 SH

(Prerequisite: MRS 1113) Legal problems encountered in the practice of medicine with emphasis of principles of law as applied to the health field. (3hr lecture)

SSC 2513 Reprographics 3 SH

(Prerequisite: SSC 1123 or instructor's permission) Theory and practice in the operation of spirit, stencil, and offset duplicating machines, and mimeoscope. (3 hr lecture)

SSC 2523 Office Machines 3 SH

Use of various types and makes of electronic and printing calculators. (3 hr lecture)

SSC 2533 Word Processing I 3 SH

(Prerequisite: SSC 1123) Basic instruction in the use of various types of automatic typewriters. (3 hr lecture)

SSC 2543 Word Processing II 3 SH

(Prerequisite: SSC 2533) Workstudy of office simulated problems concentrating on detailed financial records, programs, forms and personnel organizational formats. (3 hr lecture)

SSC 2551 Medical Terminology for Secretaries 1 SH

Designed specifically for the secretarial student emphasizing prefixes, suffixes, roots, abbreviations, spellings, and definitions of medical terms. (1 hr lecture)

SSC 2713 Office Management 3 SH

Principles of management as applied to office work covering office organization, supervision, layout, supplies, machines, training, forms and reports, and personnel problems. (3 hr lecture)

SSC 2723 CPS Review I 3 SH

(Prerequisite: Instructor's consent) Instruction in modern procedures of office operations and the development of a body of knowledge about these procedures. Review of environmental relationships in business and communications and decision making. Designed to upgrade experienced, on-the-job secretaries and to provide refresher and study on subject areas in preparation for the CPS Examination. (3 hr lecture)

Sociology

LEN 1313 Survey of Law Enforcement 3 SH

History, development, and philosophy of law enforcement in democratic society; introduction to agencies involved in the administration of criminal justice; career orientation. (3 hr lecture)

LEN 1323 Police Administration and Organization 3 SH

Principles of police organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior. (3 hr lecture)

LEN 1383 Criminology 3 SH

(Prerequisite: SOC 2113) Introduction to deviant behavior and current criminological theories with emphasis on synthesis and police applications; crime prevention and the phenomena of crime. (3 hr lecture)

SOC 2113 Introduction to Sociology 3 SH

Lecture course dealing with a body of scientific knowledge about human relationships.

The Courses

Resume or synopsis of the whole field of sociology, including the social world, the social and cultural process in relation to the individual, the group, and the institution. Preference given to sophomore students. (3 hr lecture)

SOC 2133 Social Problems 3 SH

(Prerequisite: SOC 2113) A study of major social problems of today with emphasis on causation, prevention, and social remedies of these problems. Includes studies of poverty, aging, crime, mental illness, alcoholism, drug addictions, and other problems affecting American society. (3 hr lecture)

SOC 2153 The Family 3 SH

(Prerequisite: SOC 2113) The family institution with special emphasis of the contemporary American family. (3 hr lecture)

LEN 2243 Riot Control 3 SH

Theory and practice in control of mobs and crowds, defense tactics, use of firearms, and control of explosives and dangerous articles. (34 hr lecture, 40 hr field work per semester)

LEN 2313 Police Operations 3 SH

(Prerequisite: SOC 1323) Line activities of law enforcement agencies with emphasis on the patrol function and the prevention of crime; includes traffic, investigative, juvenile, vice, and other specialized operational units. (3 hr lecture)

LEN 2323 Criminal Law 3 SH

Local, state, and federal laws; their development, application, and enforcement. (3 hr lecture)

LEN 2333 Criminal Investigation 3 SH

(Prerequisite: LEN 2393) Fundamentals of criminal investigation; theory and history; crime scene to court room with emphasis on technique appropriate to specific crimes. (3 hr lecture)

LEN 2393 Criminalistics 3 SH

Physical evidence, collection, identification, preservation, and transportation; crime laboratory capability and limitations; examination of physical evidence within resources of the investigator and demonstration of laboratory criminalistics to the extent supported by existing or available facilities. (3 hr lecture)

LEN 2413 Law of Evidence 3 SH

Criminal evidence for police; types of evidence; criminal procedure in various courts; arrest, search, and seizure, collection of evidence, discretion, and related topics. (3 hr lecture)

LEN 2901 General Criminal Investigation Seminar 1 SH

Designed to acquaint the student with recent developments in the field of criminal investigations and with more advanced methods and techniques used in criminal investigations. (20 hr lecture)

LEN 2912 Narcotics Investigation Seminar 2 SH

Designed to provide the student with educational experiences necessary to effectively iden-

tify and investigate narcotics violations. (40 hr lecture)

LEN 2921 Homocide Investigation Seminar 1 SH

Designed to provide the student with educational experience necessary to effectively investigate homicide violations. (18 hr lecture)

LEN 2931 Legal Matters Seminar 1 SH

Designed to provide the student with a general knowledge of criminal law and with specific legal procedures required to investigate violations of criminal statutes. (20 hr lecture)

LEN 2941 Motor Vehicle Theft Seminar 1 SH

State and federal statutes regarding motor vehicles, identifying motor vehicles, modus operandi in theft of motor vehicles, types of theft, disposing of the stolen vehicle, documents in regard to motor vehicles, physical evidence in motor vehicle theft cases and investigative techniques. (24 hr lecture)

LEN 2951 Sex Crimes Seminar 1 SH

The perversion, motivating influences in sex offenses, the obscene telephone caller and letter writer, homosexuality, the lust murderer, and the child molester, physical evidence in sex crimes, and state laws applicable to sex offenses. (29½ hr lecture)

LEN 2961 Advanced Narcotics Investigation Seminar 1 SH

Advanced methods of narcotics and drug enforcement as well as newly developed specialized equipment. (34 hr lecture)

LEN 2971 Accident Investigation Seminar 1 SH

State and city statutes regarding operation of motor vehicles, determining the type of violation, procuring the physical evidence necessary for prosecution and preparation of necessary reports required in an effective accident investigation. (20 hr lecture)

LEN 2982 Advanced Accident Investigation Seminar 2 SH

Designed to provide the student with an understanding of the traffic problem, the police role, and reasons for accident investigation. Also identification, description, gathering, and recording of factual data necessary for planning an effective accident prevention program. (70 hr lecture & lab)

LEN 2991 Police Management and Leadership Seminar 1 SH

Principles of police organization and management as applied to law enforcement agencies. Introduction to concepts of organizational behavior. To provide the knowledge necessary to interpret and implement management theories in coping with human relationships involving the management system. (40 hr lecture)

Speech & Theatre

SPT 1113 Oral Communications (Principles of Speech) 3 SH

Basic course in fundamentals of speaking and listening. Methods, techniques, and

The Courses

psychological processes and adjustments necessary in preparing, organizing, and presenting speeches. (3 hr lecture)

SPT 1123 Argumentation & Debate I 3 SH

Principles of debating and argumentative discourse and the practice of the art of debating. Open to any student interested in inter-class or inter-collegiate debating. (3 hr lecture)

SPT 1153 Voice and Diction 3 SH

(Prerequisite: SPT 1113) International Phonetic Alphabet, voice organs, speech history, and oral reading. Basic voice problems. (3 hr lecture)

SPT 1183 Human Communication I 3 SH

To help the viewer recognize the extent to which communication functions in life; how inability to communicate effectively contributes to many problems (personal, community, worldwide); how effective communication can lead to a better life and a better society; and how one's skill as a communicator determines, to a great extent, worth to self, to others and to society. (Thirty 30-minute ETV lessons plus other assignments.)

SPT 1213 Fundamentals of Theatre 3 SH

Basic course in the theatre arts. Introduction to the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. (3 hr lecture)

SPT 1233 Acting I 3 SH

Emphasis on basic skills involved in method and technique acting and on motivation for movement and emotion. (3 hr lecture)

SPT 1241 Drama I 1 SH

Participation in college drama productions.

SPT 1251 Drama II 1 SH

Participation in college drama productions.

SPT 1261 Drama III 1 SH

Participation in college drama productions.

SPT 1271 Drama IV 1 SH

Participation in college drama productions.

SPT 2133 Argumentation & Debate II 3 SH

Second year continuation of debate. Open only to sophomores who have completed SPT 1123. (3 hr lecture)

SPT 2143 Oral Interpretation 3 SH

(Prerequisite: SPT 1113 or consent of instructor) Basic principles and procedures of reading for interpretation before an audience. (3 hr lecture)

Supervision and Management Technology

TMT 2713 Principles of Supervision 3 SH

Basic and general principles of effective supervising techniques. Includes seven units: Fun-

damentals of Supervision, Relationships on the Job, Communications, How to Train Employees, Performance and Job Evaluation, Job Management, and Work Improvement. (3 hr lecture)

TMT 2773 Job Analysis 3 SH

Techniques necessary to gather specific operations and responsibilities of the job and what it entails. Includes such areas as mental ability, skill, physical requirements, and working conditions. (3 hr lecture)

TMT 2783 Labor Law for Supervisors 3 SH

Introduction to important labor laws. The legal responsibility of supervisors and legal protection available to business and employees. EEO-OSHA NLRB charges and how to respond. (3 hr lecture)

Technical Related Studies

TRS 1112 First Aid 2 SH

Comprehensive course in first aid. Emergency treatment of minor and major injuries; correct use of first aid equipment. (2 hr lecture)

TRS 1143 Introduction to Vocational Education 3 SH

Organization of vocational education at the local, state, and national level. Place of types of education as integral parts of a democratic program of public education. (3 hr lecture)

TRS 1153 Teacher Effectiveness Training 3 SH

An approach to developing the skill of promoting learning in a variety of settings by focusing upon the teacher-student relationship. Follows the Thomas Gordon System. (3 hr lecture)

TRS 1212 Safety Practices & Environmental Control 2 SH

Principles of safety and environmental control and their applications as they relate to hospitals, nursing homes, and other health care facilities. (2 hr lecture)

TRS 1223 Industrial Psychology 3 SH

Introduction to the scientific study of human behavior and experiences related to human relations in industry. Individual differences, selection, and placement of employees. (3 hr lecture)

TRS 1313 Industrial Safety 3 SH

Basic study of industrial accident prevention considering the nature and extent of the accident problem. Practical study of techniques for control of industrial hazards together with the fundamentals of good organization. (3 hr lecture)

TRS 1413 Basic Electricity 3 SH

Basic theory of the structure of matter, electron flow, conductor and insulator. Ohm's law, voltage drop, temperature coefficient of copper, etc. (3 hr lecture)

TRS 1513 Interpersonal Hospital Communications 3 SH

Designed to expand the individual's communication skills by identifying, examining, and correcting barriers to communications which may exist in the hospital community. (3 hr lecture)

The Courses

TRS 1613 Technical Mathematics I 3 SH

((Prerequisite: 1 unit of high school algebra or permission of the mathematics staff) Algebraic expressions and operations, dimensional analysis, linear equations, exponents and radicals, quadratic equations, identification and approximation of roots. Open to technical and vocational students only; not open to students with credit in Mathematics 1313. (3 hr lecture)

TRS 1623 Technical Mathematics II 3 SH

(Prerequisite: TRS 1613 or its equivalent) Exponentials and logarithms, trigonometry of right triangles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of the trigonometric functions, the j-operator, binomial expansion, progressions. Open to technical and vocational students only; not open to students with credit in Mathematics 1323. (3 hr lecture)

TRS 1633 Introduction to the Metric System 3 SH

The International (SI) Metric System and its derived units of measurement. Conversion from the English system of measurement to the metric system. Prefixes, powers, exponents, symbols, and formulae. All types of manufacture, special services that use metric, home economics and consumer goods. (3 hr lecture)

TRS 1643 Computational Methods 3 SH

(Prerequisite: TRS 1623 or permission of instructor) Instruction in basic principles and procedures in mathematical and technical computations with the aid of various mathematical tables and formulas, printing and electronic calculators. (3 hr lecture)

TRS 1713 Electric Machines I 3 SH

Basic study of DC and AC. Direct current motors and generators. Alternating current motors and generators. Single phase and three phase circuits. Protective and switching equipment. (3 hr lecture)

TRS 1723 Electric Machines II 3 SH

(Prerequisite: TRS 1713) Continuation of Electric Machines I with emphasis on control of AC and DC motors and generators. Transformers and regulators. (3 hr lecture)

TRS 1813 Technical Applied Physics I 3 SH

Properties of matter and mechanics. Designed for technical students. Fundamental course covering several basic principles of physics such as the nature of scientific measurement and the most widely used systems, properties of matter, including elementary atomic structure and the states of matter, mechanics and basic machines, and the solution of problems related to these areas. Laboratory periods used for demonstration and student experiments. (2 hr lecture, 2 hr lab)

TRS 1823 Technical Applied Physics II 3 SH

Heat, Light, and Sound. Designed for technical students. An examination of the theory and applications of temperature and heat, the most widely accepted scales of measurement, sound and wave motion, light and illumination, optical measurement and the nature of atomic theory. (2 hr lecture, 2 hr lab)

TRS 1913 Introduction to Pharmacology 3 SH

Introduction to pharmacology through presentations designed to encourage critical evaluation of the various drugs, their mode of action, proper dosage, and possible side effects. Emphasis on effective pharmacologic therapy for common pathologic conditions. (3 hr lecture)

Vocational Course Description

On the following pages are listed the areas of training offered in the vocational division of Hinds Junior College. Following each area of study is the minimum number of clock hours required for successful completion of training.

The courses offered within each area of training are listed alphabetically.

The course description gives the following information:

1. Course number
2. A title or subject name
3. The number of clock hours of credit allowed upon successful completion

Example:

(Course Number)	(Title or Subject Name)	(Credit)
VMS 0605	Introduction to Tool and Die	340 CH
VBO 2213	Advanced Typewriting	84 CH

This is followed by a description of the content of the course.

Semester hours (SH) credit is given for academic and technical courses. Clock hours (CH) credit is given for vocational and continuing education courses. Semester hours (SH) and clock hours (CH) may both be recorded on a student's permanent record; however, they are not interchangeable.

A student enrolled in a vocational program may receive credit for former work or study by a challenge exam. A maximum of 50% credit may be earned unless prohibited by state or federal regulations.

The number system carried in this catalog was initiated in June, 1972, and complies with the Mississippi Junior College Uniform Course Numbering System. Prior systems include those from 1922 to May 1968 and June 1968 to June 1972.

Airframe and Power Plant Maintenance

2346 CH

NOTE: Upon completion of this program, the student should be able to successfully pass the FAA examination for the A & P Mechanics license.

VAP 1301	General Theory of Maintenance	504 CH
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Maintenance of electrical, hydraulic, and cooling systems. Maintenance and repair of propellers.

VAP 1302	Powerplants	930 CH
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Maintenance and overhaul of aircraft engines, including both reciprocating and jet engines.

VAP 1303	Airframe	912 CH
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Maintenance and repair of both metal and fabric covered aircraft.

Automotive Body and Frame Repair

2340 CH

VBF 0751	Basic Fundamentals	425 CH
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All phases of body repairing, use of modern tools and equipment. Step-by-step procedure for handling typical jobs and shop safety.

VBF 0752	Removing Defective Parts	200 CH
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Removal of damaged parts, such as doors, panels, fenders, bumpers, and hoods, with special instruction in the principles of gas and arc welding.

VBF 0753	Repairing Parts	275 CH
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Use of hydraulic jacks and the repairing of quarter panels, door panels, and fenders.

VBF 0754	Surface Preparation	200 CH
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Removal of wax and grease, sanding, the use of metal conditions, and putties.

VBF 0755	Finishing	275 CH
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Use of body filler, fiber glass, primer, and primer surfacing.

VBF 0756	Painting	275 CH
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Theory and techniques of automobile painting; use of the acrylic paint, lacquer, and enamel; construction and operation of the necessary equipment such as air requirements, types of spray patterns, spray gun care and operation.

VBF 0757	Special Painting Problems	200 CH
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Painting over bare metal, painting lacquer over lacquer, spot painting, painting lacquer over

enamel, off spot mixing colors, and the use of various types of sealers.

VBF 0758 Special Problems in Body and Fender 400 CH

Door and panel alignment, frame repairing, door and window adjustments, and water leaks repair.

VBF 0759 Supervision and Management 90 CH

Instruction in estimating. Responsibilities of the shop foreman and management, ordering materials.

Auto Mechanics

2340 CH

VAM 0701 Orientation 280 CH

Job opportunities, physical structure of the industry, safety, first aid, use of tools, trade nomenclature, and basic fundamentals.

VAM 0702 Brake Systems 190 CH

Manual and power brake systems. Theory and shop experience on in-service automobiles.

VAM 0703 Suspension and Steering 330 CH

Manual and power steering with front end alignment and repair. Classroom theory and shop experience on in-service automobiles.

VAM 0704 Electrical and Tune-up 420 CH

All aspects of electrical and tune-up. Classroom theory and trouble-shooting and repair on in-service automobiles.

VAM 0705 Engine Systems 310 CH

Theory and repair on all engine systems with shop experience on in-service automobiles.

VAM 0706 Power Train & Rear Axles 420 CH

Theory and repair on manual and automotive transmissions and differentials with shop experience on in-service automobiles.

VAM 0707 Heating and Air Conditioning 210 CH

Theory and repair of heating and air conditioning systems with shop experience on in-service automobiles.

VAM 0708 Management Problem 180 CH

Theory concerning the automotive industry with shop experience in management.

The Courses

Automotive Parts And Sales

900 CH

VAS 0401 Orientation and Safety 16 CH

Job opportunities, physical structure of the industry, and safety.

VAS 0402 Mathematics 52 CH

Elementary principles of basic mathematics as required in and applied to the parts industry. Use of calculators and adding machines.

VAS 0403 Records Management 30 CH

Stressing importance of records management, purpose of records, theory and practice of inventory control.

VAS 0404 Automotive Assemblies, Systems and Basic Parts 180 CH

Emphasis on describing the function of the assembly or system and identification of basic parts.

VAS 0405 Tools and Equipment 30 CH

Study of different tools and equipment used and sold in automotive parts businesses.

VAS 0406 Catalog and Pricing 150 CH

Use of catalog including Weatherley and alphabetical system; use of price lists.

VAS 0407 Merchandising 60 CH

Display design, advertising methods, and use of product literature.

VAS 0408 Internal Operations 60 CH

Study of stock investment and turnover; inventory control and shipping methods.

VAS 0409 Customer Relations and Sales 50 CH

Developing sales attitude, counter selling, telephone sales.

VAS 0410 On the Job Training 272 CH

Actual Parts Counterperson training in an approved training station.

Barbering

1500 CH

NOTE: Upon completion of this program, the student should be able to successfully pass the Mississippi Barber Board Examination.

VBA 1101 Elementary Practice 500 CH

Orientation and practical experience in basic haircutting, shaving, shampooing, and apply-

ing facials under constant supervision of the instructor.

VBA 1102 Intermediate Practices 400 CH

Review and mastery of elementary practices with emphasis on speed and accuracy. Constant supervision. (With sufficient progress and permission from the State Board of Barber Examiners, the student may be allowed to work Saturdays in an established barber shop under the supervision of a master barber.)

VBA 1103 Advanced Techniques 400 CH

Continuation of intermediate barbering with emphasis on skill building in specialized areas such as razor cutting, blow waving, hair straightening, and hairpiece fitting.

VBA 1104 Special Problems 200 CH

Continuing of intermediate barbering and advanced techniques with emphasis on individual problems in mastering skills necessary to becoming an apprentice barber.

Bricklaying

900 CH

VCM 2111 Introduction and Safety 65 CH

Orientation to the bricklaying profession. Care and use of the tools, terms, nomenclature, and safety procedures used in the bricklaying trade.

VCM 2112 Corner Lead 250 CH

Instruction and experience in constructing guidelines and working layouts. Projects include construction of four-, eight-, and twelve-inch corner leads.

VCM 2113 American Bond 315 CH

Instruction and practical experience in constructing four-, eight-, and twelve-inch walls.

VCM 2114 Advanced Patterns 270 CH

Instruction and practical experience in constructing patterns and designs as found in fireplaces and arches. Reading, interpreting and building from plans and specifications.

Business and Office

1008 CH

VBO 2211 Typewriting 320 CH

Instruction on the use of the typewriter via the touch system to include the manipulation of the letter keys, the figure keys, and the basic symbol keys; basic skill development through drills for speed and control; methods used in centering and tabulation; styles and format used in business reports and correspondence; and production measurement.

The Courses

VBO 2212 Business Math 192 CH

Instruction will include a review of the fundamental operations of mathematics, application of basic mathematical knowledge to the solution of business problems, obtaining an operating knowledge of the most widely used types of office calculating machines, and the fundamentals of bookkeeping.

VBO 2213 Business English 192 CH

Oral and written business communication to include instruction in the basic English language structure in areas of grammar, vocabulary, spelling, punctuation, capitalization, numbers, abbreviations, and word division. Special emphasis placed on proofreading and letter styles in business correspondence.

VBO 2214 Clerical Office Procedures 128 CH

Instruction in such areas as alphabetical correspondence filing; office practice - mail handling, use of the telephone, receptionist duties, effective work techniques, etc.; business letter typing; and machine transcription. Shorthand is optional - arranged for students whose ultimate objective requires it.

VBO 2215 Related Studies 176 CH

Testing and evaluations of student's entry level and exit level; review college rules and regulations, program rules and regulations, and job preparations and opportunities. Instruction in such areas as remedial studies, human relations, money management, and personal development as needed to fulfill the objectives and meet the needs of the individual student.

Carpentry

1080 CH

VCM 2121 Basic Principles and Safety 360 CH

Use of hand and power wood working tools. Introduction to safety practices and safe work habits. Terminology of the carpentry trade and characteristics of building materials. Emphasis on the safe use, care, and adjustment of equipment and tools.

VCM 2122 Foundations 60 CH

Setting and leveling of batter boards and grade stakes. Methods of excavation. Types of foundations.

VCM 2123 Framing 150 CH

Introduction and explanation of the different kinds of framing, including both residential and commercial buildings.

VCM 2124 Finishing 250 CH

Methods of both interior and exterior finishing. Special emphasis on installing casings, paneling, doors, and windows.

VCM 2125 Special Problems 260 CH

Using blueprints for the carpentry trade and estimating.

Diesel Mechanics

2340 CH

VDM 0801 Diesel Engines 500 CH

Introduction to diesel engines. Study of engine parts, operating theory, and disassembly; inspection techniques and repair; proper procedure in reassembly; safety in the shop.

VDM 0802 Gear Trains 500 CH

Theory and techniques of repairing transmissions, torque connectors, clutches, final drives, and brakes.

VDM 0803 Electrical System 300 CH

Repair and maintenance of wiring systems AC and DC Generators, alternators, and electric starting motors.

VDM 0804 Engine Accessories 200 CH

Maintenance and repair of air compressors, radiators, superchargers, governors, exhaust systems, air intake systems, and safety devices.

VDM 0805 Fuel Injection Systems 340 CH

Introduction to the basic requirements of the fuel system: methods of air injection, fuel oil ratings, trouble-shooting fuel systems and their repair including calibration to manufacturer's specifications.

VDM 0806 Advanced Problems and Supervision 500 CH

Performance records, trouble-shooting, maintenance records, and repair of in-service equipment.

Electric Motor Repair

2340 CH

VEM 0951 Introduction to Electric Motor Repair 500 CH

Classroom lectures and practical experience. General job responsibilities. Care and use of tools and equipment. Rewinding and repair of split phase motors.

VEM 0952 Intermediate Electric Motor Repair 500 CH

Rewinding and repair of capacitor motors and of shaded pole motors and testing procedures.

VEM 0953 Advanced Electric Motor Repair 500 CH

Rewinding and repair of repulsion motors and polyphase motors.

VEM 0954 Special Problems in Electric Motor Repair 500 CH

Rewinding and repair of direct current motors. Rewinding and repair of direct current armatures.

The Courses

VEM 0951 Advanced Problems in Electric Motor Repair 340 CH
A.C. motors and controls. D.C. motors and controls.

General Electricity and Wiring

2340 CH

VIEW 0901 Fundamentals of Electricity 500 CH

Hazards, safety devices, and regulations. Electrical theory, National Electric Code, plan installation and blueprint reading and interpretation. Trade mathematics and general business practices. Layout of an installation in Romex and conduit from a working set of drawings.

VIEW 0902 Residential Wiring 500 CH

Installation of all wiring devices and connecting conductors for power and switching of lights and devices in a residence. Installing all types of appliances used in a modern home. Installing the required power and control panels to adequately power the installation. making up all connections and installing light fixtures. Troubleshooting and making any necessary repairs in a modern dwelling.

VIEW 0903 Commercial Electricity 500 CH

Installation of all devices and connecting raceways including the anchoring to or inside the structure frame. Pulling of conductors and making up splices to make the installation operative. Installation of all panels, subpanels, and remote switching devices to control all equipment used to perform all types of operations. Hanging of all types of fixtures necessary to light to the standards required in a commercial complex. Troubleshooting and necessary repairs to an existing system, including the addition of supplementary facilities.

VIEW 0904 Industrial Electricity 500 CH

Installation of all devices and connecting raceways including the anchoring to or inside the structure frame. Pulling of conductors and making up splices to make the installation operative. Installation of all panels, subpanels, and remote switching devices to control all equipment used to perform all types of operations.

VIEW 0905 Special Problems 340 CH

Pole line construction covering layout of lines, digging holes, setting poles, guying, laying-up and tying in conductors. Installing and hooking up transformers. Inspecting and testing all types of equipment used for special applications and conditions. Assembling special types of controls and operators used both inside and outside structures.

Industrial Drafting

2160 CH

VDR 1401 Basic Drafting Techniques 500 CH

Introduction to drafting and graphic language: lettering egometric construction, sketching,

multiview projection, dimensioning, sectional and auxiliary views.

VDR 1402 Advanced Drafting Techniques 500 CH

Advanced areas of drafting such as revolutions, axonometric projections, oblique projection, perspective, threads and fasteners, springs, and working drawings.

VDR 1403 Architectural Drafting 500 CH

Introduction to the field of general architectural drafting: structures, symbols, specifications, essentials of planning.

VDR 1404 Pipe Drafting 300 CH

Specialized skills in such areas as symbols, controls, pipe fittings, and detail drawings.

VDR 1405 Topographic Drafting 360 CH

Topographic drafting: signs, mapping, and contours.

Machine Shop

2340 CH

VMS 0601 Basic Machine Shop 500 CH

Introduction to basic Machine Shop, including blueprint reading, shop math, measuring tool's, layout and benchwork, drill press, and introduction to lathe work.

VMS 0602 Intermediate Machine Shop 500 CH

Fundamentals of machine operations of drilling, reaming, turning between centers, chuck work, thread cutting, taper turning, collets, vertical milling, layout, shop math, blueprint reading.

VMS 0603 Advanced Machine Shop 500 CH

Advanced machine operations including engine lathe, horizontal and vertical milling machine, surface grinder, tool grinding, layout and measuring tools, blueprint reading, shop math.

VMS 0604 Special Projects 500 CH

Continued advanced machine operations, blueprint reading, shop math, metallurgy, machining efficiency, material economy, cutter grinding and welding.

VMS 0605 Introduction to Tool and Die 340 CH

Basic fundamentals of jig, fixtures, punch press tooling, heat treating.

Meat Merchandising

1100 CH

VMC 1231 Background Information 225 CH

Procedures in dressing and chilling beef, pork and lamb, sanitation and inspection of meat,

The Courses

grading of the different types of meat, curing and smoking procedures, by products of the meat industry and identification, preparation and serving of meat products.

VMC 1232 Merchandising Poultry, Fish and Smoke Meats 160 CH

Cutting and merchandising poultry, fish products, merchandising of smoke meat, counter and refrigeration and display of poultry and smoke meats.

VMC 1233 Cutting and Breaking Methods 345 CH

Breaking into wholesale cuts, basic retail cuts, special merchandising methods and boning methods for beef, pork and lamb.

VMC 1234 Meat Purchasing and Pricing 160 CH

Wholesale purchasing, meat pricing and forecasting gross profits, gross profit control, yield data, and conducting cutting tests.

VMC 1235 Merchandising Techniques 210 CH

Special study of meat merchandising as it affects the many different phases of the meat industry. Includes salesmanship and customer relations.

Nurse Aide Science

320 CH

NOTE: An eight-week course designed to prepare qualified men and women to become Nurses Aides. The applicant must pass a written final examination to obtain a Nurse Aide Card.

In addition to regular admission requirements, students must have a personal interview, complete the GATB, and submit a medical record.

The Nurse Aide Program at Hinds Junior College is affiliated with Kuhn Memorial State Hospital, Vicksburg, Mississippi; University of Mississippi Medical Center, Jackson, Mississippi; and Hinds General Hospital, Jackson, Mississippi.

NAS 0140 Nurse Aide Skills 320 CH

Introduction to health care and basic nursing skills. Introduction to basic science, terminology, and basic nursing skills performed under a professional nurse. 164 hours of class work and 156 hours of clinically supervised practice. 8 wks.

Office Machine Repair

2340 CH

VOM 1201 Introduction and Safety 100 CH

Introduction to the field of office machine repair. Safety procedures to be used in the classroom and lab. Proper use of tools and equipment.

VOM 1202	Manual Typewriter Repair	200 CH
Disassembly, assembly, cleaning, repair, and adjustment of all makes of manual typewriters.		
VOM 1203	Electric Typewriter Repair	400 CH
Disassembly, assembly, cleaning, repair and adjustment of electric typewriters. Study of motor drive and other mechanisms.		
VOM 1204	Manual Adding Machines	200 CH
Principles, repair, and servicing of the straight adder.		
VOM 1205	Electric Adding Machines	250 CH
Repair and servicing of the motor drive and credit balance in addition to the material covered in the previous unit.		
VOM 1206	Mechanical Calculation	300 CH
Principles of repair, servicing and operation of mechanical calculators. Repair and adjustment to the drive units.		
VOM 1207	Basic Electronics	200 CH
Components and their function in a circuit. How to read schematics.		
VOM 1208	Electric Calculators	350 CH
Repair and servicing of display and printing calculators. Repair of printed circuit boards.		
VOM 1209	Advanced Problems	340 CH
Practical experience and bench work. Study of sales and meeting the public.		

Offset Printing

1280 CH

VOP 1501	Image Assembly	200 CH
Image assembly involves the history of Offset Printing and an orientation to the materials and equipment used in the graphics industry. The design of registered forms, brochures, letterheads, business cards, envelopes, invoices, etc. The lineup table and drawing of signature forms and the art of color separation are detailed and explained.		
VOP 1502	Photo Conversion	250 CH
Photo conversion involves techniques in the use of the process camera and darkroom facilities including graphic arts photographic chemicals. Line and halftone negatives as well as PMT (photo mechanical transfers) positives and reverses and duotones.		
VOP 1503	Stripping and Platemaking	150 CH
Stripping and platemaking involves positioning of negatives on a masking sheet, making additive and subtractive plates and the chemicals involved in the process. Doubleburning images		

The Courses

and screen tinting on plates and direct image platemaking.

VOP 1504 Presswork 500 CH

Presswork involves the use and maintenance of presses and duplicators, the operation of a 2-color T-head, the operation of air and vacuum as well as stream fed presses, and the operation of chain and pan delivery systems. Inks, fountain solution, Ph value and press setup, press run, press cleanup and press adjustments are detailed and explained.

VOP 1505 Finishing Process 130 CH

Finishing process involves the study of grades, weights, and use of different types of paper, the operation of a computerized paper cutter, the folders, the paper punch machine, the stitcher, the spiral bookbinder, the perforating and scoring machine, and the jogger. Padding, bookbinding, and packaging.

VOP 1506 Photo Typesetting 50 CH

Photo typesetting involves operating the IBM Composer and the Compugraphic typesetter. Emphasis on modern typography techniques and styles in typesetting.

Practical Nurse Program

1780 CH

NOTE: Practical nursing is a twelve-month course designed to prepare qualified men and women to become Licensed Practical Nurses, after successful completion of the prescribed course of study and writing of the State Board Examination.

ADMISSION REQUIREMENTS

Each applicant shall (1) not have a record of conviction of a felony to be eligible to take state board; (2) be at least 18 years of age; (3) return application for admission with physical examination form to the Office of Admissions and Records; (4) give evidence that he or she has completed the 12th grade in school or made equivalent score on the G.E.D.; (5) take a GATB Test given by the Mississippi Employment Service and must score V-75, Q-80, K-90, and M-85; (6) score a minimum of 9.0 on the T.A.B.E. test given by the Hinds Junior College Testing Department; * (7) upon notification, present herself/himself before a selection committee, which after reviewing all records and interviewing her/him will make recommendations as to whether or not it thinks he/she should be selected.

* Applicants will not be considered for an interview until all the qualifications (No. 3 - 6) have been met and recorded in the Office of Admissions and Records.

PRN 0111 Practical Nursing I 580 CH

Basic fundamentals of practical nursing; includes orientation to nursing, vocational relationships, body structure and function, nutrition, human development, introduction to illness, introduction to medical-surgical nursing, basic pharmacology, and psychiatric nursing. 16 weeks.

PRN 0112 Practical Nursing II 600 CH

(Prerequisite: PRN 0111) Basic clinical nursing and supervised clinical experience. Introduction to clinical phase of medical-surgical nursing and maternity nursing. 16 weeks.

PRN 0113 Practical Nursing III 600 CH

(Prerequisite: PRN 0112) Advanced clinical nursing and supervised clinical experience. Includes pediatric nursing, psychiatric nursing, out-patient care, central supply room, and emergency room nursing. 16 weeks.

Radio & TV Mechanics

3000 CH

VTV 0851 Fundamentals of Electronics 480 CH

As applied to Radio and TV servicing. Basic concepts and D-C circuits analysis. Fundamentals of A-C and A-C circuits analysis. Vacuum tube and semiconductor fundamentals.

VTV 0852 Radio Theory and Servicing 480 CH

RF carrier signals. Types of modulations amplitude (AM), frequency modulation (FM), the superheterodyne receiver, home and auto RF stage, local OSC, and mixer stage, IF stage, det. stage. AF amplifier stage, and the power output stage. Types of low voltage power supplies. Alignment procedures and equipment.

VTV 0853 Black and White Television Theory and Servicing 480 CH

Television transmission and reception. Composite picture and sound signals, band width requirements, and frequency allotment of channels; television receivers; servicing procedure and breakdown of receiver into sections; location of sections on the chassis. Heater circuit and low-voltage section, vertical sweep section, synchronization section, picture-signal path, sound-signal path, picture tube, alignment procedures and equipment.

VTV 0854 Color Television Theory and Servicing 480 CH

Theory of color. Development of a color television signal. The color transmitter, color receiver, the lummance (Y) channel, the chrominance channel, the chroma (bandpass) amplifier and blanker, the demodulators and color amplifiers. The color sync section, the horizontal-sweep and high-voltage section of a color television receiver. The vertical sweep section of a color TV receiver. The color picture tube and its associated circuits. Alignment procedure and equipment.

VTV 0855 Advanced Problems 480 CH

Preparation for Certified Electronics Technicians Examination. An intensified study of Blocks VTV 0851, VTV 0852, VTV 0853, and VTV 0854.

VTV 0856 Diagnostic Procedures 480 CH

Applied bench servicing techniques in a production atmosphere that closely resembles the professional television repair shop. Use of senses of sight, sound, touch, and smell. Up-to-date equipment.

The Courses

VTV 0857 Related Studies 120 CH

Safety, mathematics, small business, and management. Applied psychology. Human relations, technical writing, and reports.

VTV 0858 FCC License Preparation 960 CH

(Prerequisites: VTV 0851 and VTV 0852) An intensified study of basic electronics, AM transmitters, FM transmitters, FCC rules and regulations.

Refrigeration & Air Conditioning

2340 CH

ADMISSION REQUIREMENT

Each applicant must score a minimum of 9.0 on the Wide Range Achievement Test.

VRA 1001 Domestic Refrigeration 500 CH

Introduction to basic systems, cycles, and classification of domestic refrigeration.

VRA 1002 Residential Air Conditioning 500 CH

Repair and installation of residential air conditioning including heat pump.

VRA 1003 Commercial Refrigeration 500 CH

Maintenance of commercial freezers, refrigerated display cases, and locker plants.

VRA 1004 Commercial Air Conditioning 500 CH

Trouble shooting and servicing of hydronic systems and cooling towers.

VRA 1005 Heat Load Calculation and Duct Sizing 280 CH

Psychrometrics, heat loss, heat gain, air movement, and duct sizing, including heat pump systems.

VRA 1006 Advanced Problems 60 CH

Advanced projects assigned by the instructor.

Surgical Technology

1420 CH

NOTE: The Surgical Technology Program is an 11½ month program designed to prepare qualified men and women to become Certified Surgical Technicians, after successful completion of the prescribed course of study and writing of the National Certifying Examination.

ADMISSION REQUIREMENTS

Each applicant must have a twelfth grade education or its equivalent as determined by a General Educational Development Test; be in good physical condition as verified by a medical examination; have acceptable scores on general aptitude test administered by the Employment Security Commission; have acceptable personal qualities as established by a personal interview, and attain acceptable scores on a pre-entrance examination administered by Hinds Junior College. For further details call 366-1405.

VST 0121 Surgical Technology I 466 CH

Introduction to Surgical Technology. Introduction and orientation, basic sciences, care and safety of patient during surgery, principles of operating room technique, medical terminology, and coordinated hospital activities. 17 weeks.

VST 0122 Surgical Technology II 602 CH

(Prerequisite: VST 0121) Basic surgical procedures and supervised clinical experience. 17 weeks.

VST 0123 Surgical Technology III 352 CH

(Prerequisite: VST 0122) Advanced surgical procedures and supervised clinical experience. 10 weeks.

Vocational Respiratory Therapy

1470 CH

ADMISSION REQUIREMENTS

Each applicant must be between the ages of eighteen and fifty-five years; have a twelfth grade education or its equivalent as determined by a General Educational Development Test; be in good physical condition as verified by a medical examination; have acceptable scores on general aptitude test administered by the Employment Security Commission; have acceptable personal qualities as established by a personal interview; manifest a sincere interest in medicine. For further details and personal interview call 366-1405 to make an appointment.

VRT 0151 Vocational Respiratory Therapy I 560 CH

Introduction to Respiratory Therapy. Fundamentals of basic sciences, basic anatomy and physiology as related to cardio-pulmonary systems, an introduction to basic equipment and procedures used in respiratory therapy. 16 weeks.

VRT 0152 Vocational Respiratory Therapy II 560 CH

Basic supervised clinical experience. Use of basic procedures and techniques on limited patient involvement, basic gas administration via naso-cannula catheters and various oxygen therapy masks, limited I.P.P.B. therapy, cleaning and sterilizing procedure, and introduction to E.K.G. 16 weeks.

The Courses

VRT 0153 Vocational Respiratory Therapy III 350 CH

Advanced clinical experience. Continuation of techniques and procedures used in respiratory therapy, use of pulmonary function equipment, arterial blood gas monitoring, and controlled ventilation of volume ventilators. 10 weeks.

Welding

1000 CH

VWL 0501 Basic Principles 330 CH

Introduction to oxygen-acetylene and electric welding. Safe use of welding gases and equipment. Proper selection of electrodes and arc welding in the flat, horizontal, and vertical positions.

VWL 0502 Intermediate Practices 260 CH

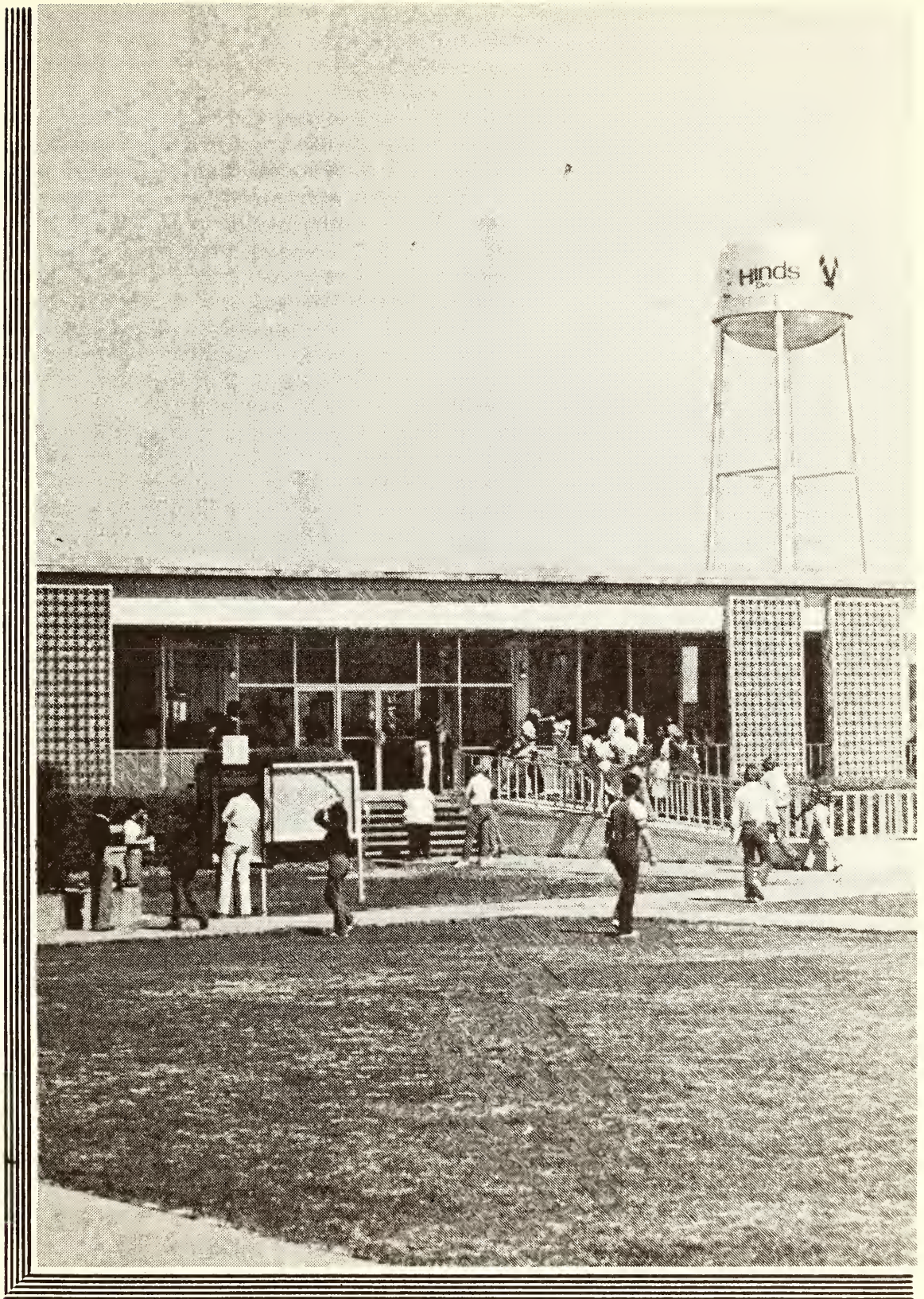
Arc welding in the overhead position and arc welding of pipe.

VWL 0503 Advanced Process 260 CH

Gas tungsten arc welding and the semi-automatic processes: dual shield and micro wire.

VWL 0504 Special Problems 150 CH

Blueprint reading. Use of shop drawings in making layouts that are welded.



VI

The Index

The Index

Absences	41-42
Academic probation	50-51
Academic and Technical	
course description	130-210
Accounting, courses in	131
program of study	75-76
Accreditation	1, 33
ACT	55
Activities, student	66-71
Administrative assistant, secretarial	
program of study	120-121
Administrative officers	7-8
Admissions	36-38
approval	38
requirements, beginning	
freshman	36
foreign students	37
returning students	36
transient students	37
transfer students	37
Advising (See Course Advising)	
Agriculture	
agribusiness	77-78
agricultural machinery	
technology	78-79
agriculture technology	133-136
animal technician	79-80
club	69
courses in	131-133
farm management	80
pre-veterinary	126-127
programs of study	76-80
transfer programs	76-77
Aims, college	32
Airframe & power plant	
maintenance	
courses in	212
Animal Technician	79-80
Appeals, scholastic suspension	51
Application for admission	36-37
for degrees, certificates,	
and graduation	48
for grants, loans,	
scholarships	57-58
Applied Science Associate Degree	
program of study	75

Allstate Foundation	
Nursing Scholarship	58
Alpha Beta Gamma	69
Alpha Kappa Omega	70
Architecture	
program of study	80-81
Art, club	70
courses in	136-138
graphic design and sign writing	82
interior design	83
political cartoonist	83-84
program of study	81-82
Associate in Applied	
Science Degree	47
program of study	75
Associate in Arts Degree	47
general program	74
Associated Student Body	67
Astra	68
Athletics	
interscholastic	67
intramurals	67
scholarships	57
Attendance, classes	41-42
Auditing a course	42
Automotive body & frame	
repair	
courses in	212-213
Automotive mechanics	
courses in	213
Automotive parts and sales	214
Band, courses in	182-184,
186-187, 192-193, 194-195	
Eagle	68
scholarships	57
Bank & finance technology	
courses in	138-141
program of study	84-85
Barber Shop	61
Barbering, courses in	214-215
Basic Educational Opportunity	
Grant	56
Bible & philosophy	
courses in	196
Biology, courses in	141-143
Black Student Association	68
Board of Trustees	6
Boards of Supervisors	6
Books	40

Bookstore, campus	61	attendance	41-42
Brass, courses in	182-184	auditing a course	42
Bricklaying, courses in	215	classification of students	42-43
Buildings, campus	33-34	CLEP	43
Bus transportation	40	conduct	44-47
Business, general,		degrees and certificates	47-48
courses in	143	dropping a course	53-54
program of study	86-87	final exams	48
Business administration		grades	48-51
courses in	143	honor graduates	50
Business and office		incomplete grades	49-50
courses in	215-216	in-progress grades	50
Business law, courses in	143	probation	50-51
Business Office	61	quality point average	50
Cafeteria	61	repeating a course	52
Calendar, college	2-3	semester hour total	52
Campus housing	59-60	transcripts	52
Campus police	62	withdrawal	53-54
Campus services	61-66	from a course	53-54
Campus, grounds, and		from school	54
buildings	33-34	College-Work Study Program	56
Car registration	63	Commercial design & adver-	
regulations	64-66	tising, courses in	148-149
Career exploration		program of study	87-88
course in	158	Communications, courses in	149
Carpentry, courses in	216	Conduct, student	44-47
Cartoonist (Political)	83-84	appeals	47
Certificate of completion	47	disciplinary committee	44
CEU	49	disciplinary procedure	46-47
Change of college major	39	investigation	46
Check, payment by	41	regulations	44-47
Cheerleaders	67	Cooperative Education	75
Chemistry, courses in	143-146	courses in	149
Child Care services		Counseling and guidance	
courses in	147-148	services	54-55
program of study	86	advising	54-55
Choir, college	68	interviewing	55
courses in	194-195	orientation	38
Circle "K"	68	testing	55
Classification of students		Course advising	36, 54-55
with credit	42-43	Courses, descriptions	
CLEP	43	academic	130-210
Clubs	68-71	technical	130-210
College major, change of	39	vocational	211-226
declaration of	38	Credit, by examination	43
College regulations	41-54	for work experience	43
absences	41-42	Deca	70
academic probation		Declaration of college major	
and suspension	50-51	field of study	38

Degree requirements	47-48	Electricity and wiring	
Degrees and certificates	47-48	courses in	218
application for	48	Electronic data processing	
requirements for	47-48	computer operations	97
residency requirements	52	courses in	158-159
Dentistry, dental assisting		keypunch operations	98
courses in	149-151	programming	97
pre-dental,		Electronics technology	
program of study	88	courses in	160-161
program of study	88-89	program of study	98
Development	34	Engineering, courses in	161
Diesel mechanics		program of study	98-99
courses in	217	English, courses in	161-163
Diesel technology		Ensembles, music	68
courses in	151-152	Entrance requirements	
program of study	89-91	(See Admissions)	
Dietetic assistant program		Environmental science	
courses in	152-153	program of study	99
program of study	91-92	Examinations, credit by	43
Disciplinary Committee		exemption from	48
procedures	44	final	48
Distribution & marketing tech-		Exemption from examination	48
nology, courses in	153-156	Expenses	39-41
program of study	92-93	books and other expenses	40
Dormitories	59-60	entrance fee	39
for men	60	housing	40, 41, 59
for women	59-60	late registration	39
Drafting, courses in		non-resident tuition	40
technical	156-158	other fees	39-40
vocational	218-219	refund policy	40-41
Drafting and design tech-		room and board	40, 41
nology, courses in	156-158	Faculty list	9-29
program of study	93-94	Farm management	
Dropping a course	53-54	program of study	80
Veterans	53-54	Federally Insured Loans	57
Eagle, The	69	Fees (See Expenses)	
Economics, courses in	158	motor vehicles	63
Education, courses in	158	Final examinations	48
elementary	94-95	Financial aids	55-58
secondary	96	application for	57-58
state requirements for certifi-		policies	56
cation, elementary	95	scholarships	58
secondary	96	types	56-57
Educational psychology		Fire protection & safety tech-	
courses in	199	nology, courses in	163-166
Elections, student	67	program of study	100
Elementary education	94-95, 158	Foreign students	37, 40
Electric motor repair		Forestry	
courses in	217-218	program of study	100-101

French, courses in	181-182	Hindsonian, The	69
Freshman orientation	38	Hi-Steppers	70
Future Secretaries		History, courses in	169-170
Association	70	History, college	33-34
General course requirements	74	Home Economics	
General electricity and wiring		club	71
courses in	218	courses in	170-171
Geography, courses in	166	program of study	101-102
Geology, courses in	166	Honor graduates	50
program of study	101	Hotel, motel, restaurant manage-	
German, courses in	181-182	ment, courses in	171-172
Golf course	67	program of study	102
Grading system	48-50	Housing	59
withdrawal grade report	54	I D Card	62
veterans	53	Incomplete grades	49-50
Graduation, application for	48	Industrial education	
fees	39	program of study	103
with honors	50	Industrial drafting	
requirements	47-48	courses in	218-219
Graphic design and sign writing	82	Industrial technology	
Graphics, Engineering		program of study	103-104
courses in	166	In-Progress grades	50
Grants	56-57	Institutional management	
Grill	61	dietetics	104-105
Guidance testing	54-55	Interior design	83
Guitar, courses in	184	Interpreter training for the deaf	
Health occupations, medical		courses in	172-174
laboratory		program of study	105-106
technician	108-109, 179	Interscholastic athletics	67
medical records	109-110, 179-180	Intramurals	67
medical		Job placement	58
technology	110	Journalism, courses in	174
nurse aide	220	program of study	106
nursing	112-113	Languages	
practical nurse	222-223	French, courses in	181-182
respiratory therapy		German, courses in	181-182
technical	118-120, 200-201	Spanish, courses in	181-182
vocational	225-226	Late registration fee	39
surgical technology	224-225	Laundry	62
Health, physical education, and		Law Enforcement Education	
recreation, courses in	167-169	Program	57
Health Services	61-62	Law, pre, program of study	106-107
Hinds Association of Legal		Learning resources services	60
Students	70	Lee Mayo Scholarship	58
Hinds Connection	68	Legal secretarial	
Hinds Junior College Merit		program of study	120-121
Scholarships	58	London Players	71
Hinds Junior College		Library (See Learning Resources	
Work Program	56	Services)	

Loans	56-57	theory	193-194
Location, Hinds Junior		voice	190-192
College	33-34	woodwinds	192-193
Lost and found	62	Non-resident tuition	40
Machine Shop, courses in	219	Novus vox	71
Major, change of	39	Nursing	
declaration of	38	nurse aide, courses in	220
Mathematics, courses in	174-176	nursing science	
Meal tickets	40	courses in	195-196
refund	41	program of study	112-114
Meat merchandising		practical, courses in	222-223
courses in	219-220	student organizations	71
Mechanical technology		Nurses, student organization	71
courses in	176-178	Nursing Student	
program of study	107-108	Assistant Program	56
Mechanics technology		Office management, secretarial	123
courses in	178-179	Office machine repair	
Medical laboratory technician		courses in	220-221
courses in	179	Offset printing	
program of study	108-109	courses in	221-222
Medical record technology		Organ, courses in	185-186
courses in	179-180	Orientation	38
program of study	109-110	Parking regulations	64-66
Medical secretarial		Payment, by check	
program of study	120-121	of fees	41
Medical, pre, technology		Percussion, courses in	186-187
program of study	110-111	Philosophy & Bible	
Medicine, pre, program		courses in	196
of study	112	Pharmacy, pre	
Merit scholarships	58	program of study	114-115
Military science		Phi Beta Lambda	71
courses in	180-181	Phi Theta Kappa	69
Mississippi Power & Light		Physical education	
Company Scholarship	58	courses in	167-169
Modern languages		program of study	115-116
courses in	181-182	Physical science	
Motor vehicles, regulations	63-66	program of study	116
Music, band	182-184, 186-187, 192-193, 194-195	Physics, courses in	197
brass	182-184	Piano, courses in	187-189
courses in	182-194	Placement, job	58
guitar	184	Police, campus	62
history	193-194	Police science	
literature	193-194	courses in	205-207
organ	185-186	program of study	116-117
percussion	186-187	Political science, courses in	197-198
piano	187-189	Post office	66
program of study	111-112	Postal management	
strings	189-190	technology, courses in	198
		program of study	117

Practical nursing	
courses in	222-223
Probation	50-51
academic students	50
extended	51
part-time students	51
technical students	50
veterans	53
vocational students	51
Programs of study	74-128
Protection of privacy for	
students and parents	39
Psychology	
club	71
courses in	198-199
Public administration	
program of study	118
Publications, student	69
Purpose, college	32
Quality point average	50
Radio & TV mechanics	
courses in	223-224
Reading, courses in	199-200
Readmission	
former student	36
Recreation	
golf course	67
lake	67
recreation center	67
Red Renton Memorial	
Scholarship	58
Refrigeration & air conditioning	
courses in	224
Refund policies	40-41
Registration, automobile	63
for classes (See schedules	
printed each semester)	
late fee for	39
Regulations (See College	
Regulations)	
Religious organizations	69
Removal of incomplete grades	49-50
Repeating a course	52
Residence halls (See Dormitories)	
Residency requirements	52
Respiratory therapy	
technology, courses in	200-201
program of study	118-120
vocational, courses in	225-226
Room and Board	40
refund policy	40-41
Scholarships ²	57, 58
Scholastic suspension	51
Secondary education	96
Secretarial training	
courses in	201-205
intensive clerical training,	
program of study	122
intensive secretarial science	
training, program of	
study	122
office management	123
specialized secretarial option	
program of study (two-year)	120-121
vocational business & office	
courses in	215-216
Semester hour total	52
Shorthand	
courses in	201-204
Sociology, courses in	205-206
Spanish, courses in	181-182
Speech, courses in	207-208
program of study	123-125
public address or speech	
communication	123-124
radio - TV - film	124
speech pathology and	
audiology	124-125
theatre	125
Strings, courses in	189-190
Student activities	66-71
Student classification	42-43
Student conduct	44-47
Student publications	69
Student services	54-71
Student union	66
Summer school (see Academic	
Calendar)	
Supervision and management technology	
courses in	208-209
program of study	125-126
Surgical technology	224-225
Suspension	51
appeals	51
Teachers' certificate	
elementary	95
secondary	96
Teaching, elementary	

program of study	94-95
secondary program of study	96
Technical related studies	
courses in	209-210
Television repair	
courses in	223-224
Testing, guidance	54-55
Theory, music	193-194
Traffic violations	
moving	66
parking	64-65
Transcripts	52
Transfer students	37
Transient students	37
Tuition	39-40
Typing	
courses in	201-203, 205
Veterans, admission	52-53
dropping a course	53-54
grading	53
probation and suspension	53
Veterinary, pre	
program of study	126-127
Vocational and Industrial	
Clubs of America	71
Vocational course	
description	211-226
Voice, courses in	190-192
Welding, courses in	226
Withdrawal from a course	53-54
from school	54
grade report	54
Woodwinds, courses in	192-193
Work-study program	56, 57
Yearbook, The Eagle	69

Each student is responsible for meeting requirements for graduation and for complying with other instructions and regulations contained in this catalog and its addenda. Counselors and advisors are available and are willing to assist students in planning programs of study and to aid them in other phases of college life. However, the final responsibility for meeting requirements for graduation and adhering to other academic regulations rests with the student.

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AS TO STUDENTS AND EMPLOYEES

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ACKNOWLEDGEMENTS:

Printed by:	Hinds Junior College Vocational-Technical Division Offset Printing Department Ralph Holman, Instructor
Cover design by:	Carolyn Williams Vocational-Technical Division Department of Commercial Design and Advertising Michael W. Hataway, Instructor

HJC

